

TOWN COUNCIL AGENDA
August 15, 2016
7:00 P.M.

The Town Council meeting will be held in the Moose Hill Council Chambers, Town Hall, 268B Mammoth Road, Londonderry, NH. Regular meetings are cablecast live and videotaped for the convenience of our viewers at home. 7:00 PM

A. CALL TO ORDER

B. PUBLIC COMMENT

1.) **Communication Update**

Presented by Battalion Chief McQuillen and Lieutenant Mague

2.) **Presentation on Solar-Up**

Presented by Jack Munn, SNHPC

C. PUBLIC HEARING

1.) **Ordinance #2016-05** – An Amendment to the Zoning Ordinance

Relating to Transferring Parking and Loading Standards to the Site Plan Regulations (Continued from 07/11/2016)

Presented by Colleen Mailloux

2.) **Ordinance #2016-01** – An Amendment to the Zoning Ordinance

Relating to Rezoning a Portion of Map 17, lot 45, 280 Rockingham Road (Continued from 02/22/2016)

Presented by John Vogl

D. OLD BUSINESS

E. NEW BUSINESS

1.) **Order #2016-28** – The Expenditure of Maintenance Trust Funds for Various Projects

Presented by Steve Cotton

2.) **Resolution #2016-18** – A Resolution Relative to the Award of a Contract for Sewer Infrastructure

Presented by Janusz Czyzowski

3.) **Order #2016-29** – An Order Relative to the Expenditure of Capital Reserve Funds for Highway Trucks and Equipment

Presented by Janusz Czyzowski

4.) **Update to Non-Represented Personnel and Compensation Policy**
(First Reading)

- 5.) **Order #2016-30** – An Order Relative to the Expenditure of Recreation Impact Fees to Install Lights at West Road Field #1
Presented by Doug Smith

F. APPROVAL OF MINUTES

Approval of July 11, 2016 Town Council Minutes

G. OTHER BUSINESS

1. Liaison Reports
2. Town Manager Report
3. Board/Committee Appointments/Reappointment
 - 1.) Appointment of Candidate to the Budget Committee
 - 2.) Appointment of Jocelyn Muller to the Solid Waste and Environmental Committee

H. ADJOURNMENT

I. MEETING SCHEDULE

4. Town Council Meeting – 09/12/16 Moose Hill Council
5. Chambers, 7:00 PM
6. Town Council Meeting – 09/19/16 Moose Hill Council
7. Chambers, 7:00 PM
8. Town Council Meeting – 10/03/16 Moose Hill Council
9. Chambers, 7:00 PM
10. Town Council Meeting – 10/17/16 Moose Hill Council
11. Chambers, 7:00 PM



Solar Up NH: Round Three

Request for Proposals from SNHPC Communities

Applications accepted through **May 20, 2016**. Questions or clarifications about this RFP should be directed to Jack Munn, Chief Planner at SNHPC: jmunn@snhpc.org or (603) 669-4664. This RFP is available online at: www.snhpc.org



Program Summary

Southern New Hampshire Planning Commission (SNHPC) requests proposals from municipalities (“communities”) located within the SNHPC Region to participate in Round Three of Solar Up NH to take place in the summer and fall of 2016. **Solar Up NH teams from local communities will be matched with competitively chosen solar photovoltaic (“PV”) installers to make residential and small-scale solar PV energy more accessible and affordable for residents, businesses, non-profits, churches, agricultural organizations and municipalities throughout the region.**

SNHPC and SmartPower working together will select up to eight (8) communities (or partnerships of two or more adjacent communities) within the 15-town SNHPC Region (see: www.snhpc.org) to participate in Round Three of Solar Up NH. Applications will be evaluated competitively.

Once selected, communities will work with SNHPC and SmartPower to choose their own solar PV installer partner(s) through a separate Request for Proposal (“RFP”) process. The selected solar installer(s) will offer customers one time reduced competitive pricing for the installation of direct-ownership of solar PV systems during the campaign, free site visits, collaboration in community outreach, and installation and warranty services. Each community and partner installer, with support from SNHPC and SmartPower, will develop and implement a **16-18 week community outreach campaign with the first launch in June and the second launch in**



September 2016 with the goal of lowering the cost of solar energy and doubling the number of existing solar PV installations in their community at the start of the program.

A successful Solar Up NH campaign is dependent on committed and well-connected volunteers, particularly in identifying creative ways to get the word out within their community about Solar Up NH. Effective volunteer teams will work collaboratively on a variety of outreach approaches tailored to their community. Your purpose as volunteers is to encourage as many residents as possible to consider going solar, especially residents who may never have considered solar otherwise.

The purpose of Solar Up NH is to significantly ramp up the rate of solar adoption in the SNHPC Region and eventually throughout the state. Solar Up NH accomplishes this by encouraging a positive conversation about solar energy throughout the region, and by demonstrating numerous solar success stories. Communities interested in Solar Up NH should also consider how they might leverage the “Solarize Buzz” to further other local energy efforts (e.g. municipal solar projects and outreach around energy efficiency).

Rounds 1 and 2 of Solar Up NH which took place in 2015 within the SNHPC Region were very successful. Seven communities participated; 152 residents signed up for solar installations; the cost of these installations were lowered on average 10% depending on the system installed – roof or ground mount, and the number of systems were more than doubled in each of the seven communities creating over 1.35 MWs of new clean and renewable energy for the region. For more information on Solar Up NH see the website at: www.SolarUpNewHampshire.com.

SECTION ONE – Detailed Opportunity Summary

A. Program Goals and Overview

i. Program Goals

Solar Up NH is a program of SNHPC and SmartPower aimed at making small-scale solar photovoltaic (PV) energy more accessible to residents in New Hampshire. Solar Up NH will:

- A. Lower the cost of solar energy by reducing customer acquisition costs and transferring those savings directly to residents;
- B. At least double the number of solar PV installations in each community over the course of a 16-18-week outreach campaign; and
- C. Significantly ramp up adoption of solar throughout the SNHPC Region in a way that can be sustained and expanded statewide.

ii. Program Overview

Solar Up NH is designed to overcome common barriers to going solar at a residential and small business scale:

A) Trust

- Solar Up NH is coordinated by SNHPC and SmartPower and championed by a “core team” of dedicated community volunteers.
- Solar Up NH has a successful track record in communities from Rounds 1 and 2 (Bedford, Goffstown, Frankestown, Candia, Chester, Deerfield and Derry).
- Solar Up NH outreach is designed to provide residents with safe and accessible ways to learn about solar, meet neighbors who also want to learn about solar, and take the next step when they’re ready (e.g. a free site visit, signing a contract to go solar).
- Solar Up NH is designed to be as transparent as possible. All Solar Up NH pricing is posted online, along with details about the Solar Up NH program, contact information for the volunteer team and SNHPC and SmartPower staff and partner solar installers.

B) Complexity

- Solar Up NH has a proven and popular website dedicated to the program (www.SolarUpNewHampshire.com), with many useful resources all in one place (e.g. the Solar Up NH FAQ, financing guide, energy efficiency and solar energy resources).
- For many people, the most complicated aspect of going solar is not knowing where to begin. Solar Up NH is all about providing an easy starting point: check out the website, come to an event, and sign up for a free site visit.

C) Cost

- Solar Up NH outreach helps reduce typical customer acquisition costs and can lead to numerous installation jobs for partnering installers. These factors help installers bidding on Solar Up NH to offer competitive pricing discounted below their typical installation prices.
- Financing may be necessary to make solar feasible for many residents and businesses. Solar Up NH has put together a guide to help residents understand their financing options, and we continue to work with local lenders to improve those options.

D) Inertia

- A critical component of any Solar Up NH program is its deadline. Residents must sign a contract with the partner installer by a certain date in order to take advantage of the special one-time pricing offer. This deadline helps motivate residents to take action.
- The one-time pricing structure serves as a motivator for residents to talk with their neighbors about Solar Up NH and encourage one another to take action. More neighbors going solar means lower prices for everyone.

B. The Solar Up NH Process

Solar Up NH follows a four-step process:

1. Apply to be a Solar Up NH Community
2. Select a Partner Installer

3. Launch a 16-18 Week Outreach Campaign
4. Celebrate and Consider Next Steps

Step One: Apply to be a Solar Up NH Community

Respond to this Request for Proposals (“RFP”) by **May 20, 2016** to be considered for Round Three of Solar Up NH this summer and fall (see Page 11 for instructions). SNHPC and SmartPower will select up to four communities in the summer and fall campaigns. Strong applications will demonstrate the following:

- A committed group of volunteers with relevant experience working on successful community-based projects and creative ideas for Solar Up NH outreach;
- Endorsement from local leaders (elected/appointed officials, respected individuals);
- Interest from local residents in renewable energy;
- Efforts to team up with neighboring towns to form a single Solar Up NH community. See Page 11 for guidelines.
- Intent to harness the public attention, contact lists, and energy “buzz” generated by Solar Up NH for other energy projects after your Solar Up NH campaign is finished.
- Intent to use Solar Up NH as a means of establishing or revitalizing a town energy committee.

Step Two: Select a Partner Installer

Each Solar Up NH Community will identify a team of three volunteers to serve on a selection committee to choose a partner installer. Each Solar Up NH Community will also work with SNHPC and SmartPower to develop a Community Profile identifying requests and solar related information specific to each community. SNHPC and SmartPower will post this Community Profile on the Solar Up NH website which can then be used as part of the Request for Proposals (“RFP”) from solar installers. SNHPC and SmartPower will collect bids from installers, distribute bids to the appropriate selection committees, and facilitate a selection process which will include:

- Short-List Workshop – This three-hour workshop (typically scheduled 3-6pm) will orient selection committees to the selection process and provide support as the committees choose installers to interview.
- Interview Day – Each selection committee may interview as many installers as they like based on the bids submitted, and other selection committees are welcome to sit in on any/all interviews.

SNHPC and SmartPower provide criteria for evaluating installers. Community selection committees are responsible for assigning value to these criteria and selecting a partner installer on behalf of their community. The selection committee must be able to clearly describe its process and the considerations behind its choice. Criteria include:

- Relevant experience of the installer company and its staff;
- Overall quality and value of the proposed services and equipment;
- Reliable implementation – the installer’s ability to provide timely and high-quality customer service and installation services given the expected volume of leads generated by Solar Up NH outreach, as well as to collaborate with community volunteers;

- One-time competitive discounted pricing and cost adders proposed by the installer are clear and offer good value;
- Unique or creative offerings – e.g. unique technologies offered, unique business model, creative outreach ideas;
- Response to Community Profile – how has the installer tailored its bid to address characteristics and/or requests specific to your community?
- Commitment to growing the region’s solar market – see below.

The goal of Solar Up NH is to increase the rate of adoption of solar in our region and sustain that momentum beyond the timeframe of this program. Strong installer partners will demonstrate commitment to building the market for solar energy in the SNHPC region and beyond their participation in Round 3 of Solar Up NH. SNHPC and SmartPower recommend the following considerations for selecting an installer with strong ties to the region and state.

- Does the installer have a history of solar installations in the region?
- Has the installer participated in Rounds 1 and 2 of Solar Up NH in 2015 or other solarized programs in NH and other states?
- Has the installer demonstrated a commitment to growing a strong market for solar in SNHPC and throughout NH?
- Are relevant members of the installer team based in or near the region?
- How far will the installer have to drive to reach your community?
- Where is the installer’s business headquarters located?

The community selection committee will be responsible working with SNHPC and SmartPower in selecting a solar installer(s) partner¹ for Round Three of Solar Up NH. Once selected, the partner installer(s) will enter into a contract with SNHPC and SmartPower to effectively carry out Round 3 of the program. There will be no official, written agreement between the municipalities and the selected installer. SNHPC and SmartPower will facilitate a conversation to lay out terms for a good faith partnership between the Solar Up NH volunteers and the selected installer. SNHPC and SmartPower will act as mediator should any miscommunication or conflicts arise between program partners.

Step Three: Launch a 16-18 Week Outreach Campaign

Each core volunteer team will work with its selected installer, with support from SNHPC and SmartPower, to develop and implement a strategy for collaboration and outreach during the 16-18-week campaign. Two campaigns will take place in Round Three. Launch of the first campaign will start up in June 2016. Launch of the second campaign will start up in September 2016. Activities include the following:

- Select and share a date/time/location for a Solar Up NH Launch Event;
- Pre-Launch Meeting facilitated by SNHPC and SmartPower with the core volunteer team and selected installer to discuss launch event and plan the outreach campaigns;
- Launch Event – presentation and Q & A to kick off the campaign;

¹ Installers may bid as a consortium of two or more partnering installers. Partnering installers will still offer consistent, one-time special pricing and a single point of contact.

- 16-18 weeks of outreach aimed at reaching as many residents as possible, especially those who may not have considered solar otherwise, and encouraging them to learn more and schedule a free site visit (see example “Solar Up NH Community Outreach Outline or Plan” for examples, available online at www.SolarUpNewhampshire.com);
- Program deadline December 31st;
- Close-out meeting to reflect on the process and consider next steps; and
- Follow-up survey of volunteers and participants to inform future rounds of Solar Up NH.

Solar Up NH is meant to catalyze many small-scale solar PV installations in each participating community, mainly residential installations. Any resident of a participating community can contact the selected installer to receive a site visit and quote based on the equipment and one-time special pricing outlined in the installer’s bid. Residents must sign a contract with the selected installer by the program deadline in order to receive the special pricing.

Residents in Solar Up NH communities are free to seek bids and work with other installers at any point in the program. This is an important message for the core volunteer team to share. Any installations contracted during the Solar Up NH program with non-Solar Up NH installers will be celebrated (with permission from the homeowners) but will *not* be counted as progress toward the special one-time pricing established by the Solar Up NH installer.

SNHPC and SmartPower are committed to working with municipalities, small businesses, non-profit and farm enterprises as well as residents in Round Three of Solar Up NH. In addition to outreach efforts in partnering towns, SNHPC and SmartPower will work with core volunteers to address unique challenges and opportunities with respect to going solar. Based on our experience so far in Round 1 and 2 of Solar Up NH communities should expect:

- 50-120 attendees at each Launch Event;
- 250+ inquires/leads for information per community through the website;
- 100 to 200 requests for site visits per community; and
- 30+ signed contracts for solar installations.

These figures will vary depending on the size of the community and the outreach methods employed.

Step Four: Celebrate and Consider Next Steps

After announcing and celebrating their solar successes, SNHPC and SmartPower will help community volunteers think through what happens next. We will ask volunteers to consider:

- What have you learned from the Solar Up NH program and who can you share that with?
- How many residents expressed interest in Solar Up NH but did not go solar? Why not? How can you plug them in to other energy-related opportunities?
- How can you leverage the attention and momentum of your Solar Up NH efforts to take on other community energy projects (e.g. establish/revive an energy committee, launch an outreach campaign around energy efficiency or sustainable transportation, build support for a municipal or community solar project)?

SECTION TWO – Application Process

A. Eligible Applicants

All communities within the SNHPC Region are eligible to submit a proposal (see www.snhpc.org website for map of region).² SNHPC and SmartPower will review proposals and select up to eight communities from within this region for Round Three of the Solar Up NH program.

B. Information Session for Interested Communities

An information session for interested communities will be held on **Thursday, May 11th from 5:30 to 7:00 PM in the Conference Room, SNHPC Office, 438 Dubuque Street, Manchester, NH 03102**. Community members are strongly encouraged to attend if there is any interest in or curiosity about the program. Attendees are encouraged to come prepared with questions about the program and/or the application process.

C. Application Deadline

Responses to this RFP must be received by SNHPC by **4:30pm on Friday, May 20, 2016**. Proposals should be in PDF format and attached to an email sent to Jack Munn at jmunn@snhpc.org. Please label your proposal materials clearly. Jack can be contacted directly if you have any questions, concerns, or technical difficulties in submitting your proposal.

D. Questions and Contact Information

Please contact Jack Munn, Chief Planner at SNHPC, with any questions (contact information below).

Jack Munn
jmunn@snhpc.org
(603) 669-4664

E. Guidelines for Communities Interested in Applying as a Coalition

Municipalities interested in partnering with one or more neighboring municipalities can indicate such interest in their application, with the following considerations in mind:

- There is no limit to the number of municipalities that may partner as a single Solar Up NH community, though typically we recommend no more than three partners.
- Each municipality will be responsible for an individual application and must clearly state which other municipalities have been identified as partners.
- The partnering communities must jointly submit a letter signed by representatives from each community explaining the decision to partner, including any relevant examples of prior collaboration among the partnering communities.

² Municipalities outside SNHPC' service area may be eligible to apply in partnership with one or more municipalities within the service area. Please contact Jack if you are interested in such a partnership.

SECTION THREE – Proposal Requirements

A. Proposal Requirements

Required:

- A letter from a high ranking municipal leader³ (i.e. Mayor, Selectboard Chair, Town Manager with support from the Selectboard), containing the following:
 - Statement of commitment to Round 3 of the Solar Up NH program, including the installer selection process and partnership with a single solar installer for the duration of the program.
 - Articulate why your community is well-positioned to take full advantage of the opportunities presented by Solar Up NH.
 - If your community wishes to partner with a neighboring municipality, please clearly indicate which municipalities will be partnering. (*Note: A separate joint letter from all partners will detail why this partnership is desirable.*)
 - Identify a primary program contact (typically a lead volunteer) for the Solar Up NH program in your municipality. Include an explanation of this individual's interest and commitment, along with any relevant experience in community outreach.
 - Identify other individuals and organizations that will be able to assist the lead volunteer throughout the program (including other core volunteers, existing groups that can be tapped for support, and any other relevant community resources).
- Completed Applicant Community Contacts and Signature Form (Attachment A, see Page 15)
- IF APPLYING IN PARTNERSHIP WITH OTHER MUNICIPALITIES:* Letter (*suggested one page*) jointly from the lead program contacts identified in each partnering municipality, explaining the decision to partner and any relevant examples of prior collaboration.

Optional:

- Thoughts on Community Outreach (*not to exceed two pages*)
 - Potential Partners – examples include elected officials, municipal staff, appointed or volunteer energy committee members, grassroots organizations, religious community groups, fraternal organizations, PTAs, real estate professionals, or other resources unique to your community. How you plan to utilize these partnerships to help you spread the word about Solar Up NH?
 - Community Outreach Ideas – examples include community surveys, email outreach, tabling at local events/markets/fairs, local media outreach, social media, flyers in town mailings, program link on town website, email discussion list outreach, etc. This initial

³ This letter can be submitted after your application if you indicate the date of the governing board meeting.

brainstorm will be very helpful later on if you are selected to be a Solar Up NH community.

- Any Special Requests (*not to exceed one page*)⁴
 - If applicable, you may outline (in bulleted form) any special requests or requirements you may want to ask of installers bidding to partner with your community. SNHPC will work with participating communities to formalize and release a “community profile” which can include a special requests section. Special requests may include, as an example, requests for:
 - Marketing support (such as paying for an insert in a particular town mailer or participating in a particular town event),
 - Specific equipment (such as American-made panels, a solar hot water option, etc.), or
 - Certain types of installers (such as specifying how near to your town the installer must be located).
- Personal Statements (*not to exceed two statements, and no more than 250 words each*) – from any committed community groups, partners, or identified solar ambassadors.
- Letters of support (*not to exceed two statements, and no more than one page each*) – from interested parties, including local grassroots organizations, local solar installation companies, elected officials, appointed town commission members, etc.

B. Evaluation Criteria

Commitment to Clean Energy and Sustainability: Record of or clear articulated interest in expanding renewable energy and energy efficiency initiatives in the community. Communities demonstrating the intent to leverage Solar Up NH in working toward a longer-term goal of promoting community sustainability will be highly competitive.

Project Leadership: Ability of designated main contact and lead volunteer to successfully coordinate a volunteer team and coordinate a variety of public outreach efforts.

Project Volunteer Team: Level of commitment and capacity for support from individuals and organizations listed as key partners.

Creative Thinking: Openness to creative outreach and active partnership.

Unique Qualities and Resources: Any unique community qualities or resources articulated and able to be leveraged to promote Solar Up NH.

⁴ This can be finalized after your application submittal and if your community is selected.

ATTACHMENT A

Solar Up NH Community Contacts Form

I. Applicant Information

Applicant Community	
City or Town Name:	Mailing Address:
Primary Solar Up NH Program Contact <i>(If your community is selected, this person will serve as the primary contact on behalf of your town or city, taking a leadership role among the core volunteers and sharing their contact information on all outreach material.)</i>	
Contact Name:	Title:
Telephone:	Email:

II. Installer Selection Committee

Please identify three representatives (which may include your Primary Solarize Program Contact) who will be authorized to make decisions on behalf of the community throughout the installer selection process and will be available to:

- Review bids from installers on their own time,
- Attend a “Short List” meeting (Week of May 30th, a 5-7 pm commitment),
- Attend installer interviews (TBD First Week of June, potentially an all-day commitment).

NOTE: If you are partnering with another municipality, you need only supply three representatives total across your communities. Please ensure each partnering municipality is represented by at least one member on the selection committee.

Representative A	
Name:	Telephone:
Title:	Email:
Representative B	
Name:	Telephone:
Title:	Email:
Representative C	
Name:	Telephone:
Title:	Email:

III. Authorized Signature (This form should be signed by the same individual who signed the required letter of commitment as part of the municipality's application.)

The undersigned is authorized by the municipality listed above. I certify:

- The applicant has read and understands the RFP requirements.
- The information contained in this proposal, and any related correspondence or documentation, is true, accurate, and complete, to the best of my knowledge.

Printed Name and Title:	
Signature:	Date:

Please complete and return this form to SNHPC no later than **Friday, May 20, 2016 at 4:30 pm** as a scanned PDF by email to jmunn@snhpc.org. If you are unable to scan and send this form, please notify Jack by email and send a hard copy by mail to:

Jack Munn
Southern NH Planning Commission
438 Dubuque Street
Manchester, NH 03102



Town of Weare

Selectmen's Office
15 Flanders Memorial Road
Weare, NH 03281
(603) 529-7535

www.weare.nh.gov

Selectmen:

Keith R. Lacasse, Chairman
Thomas S. Clow, Vice Chair
Jennifer Bohl
Frederick W. Hippler
John (Jack) Meaney

Naomi L. Bolton
Town Administrator

July 6, 2016

Dear Weare Resident,

** Example Letter*

Weare has been selected to be part of SolarUp New Hampshire. This town supported initiative offers solar energy to homeowners at discounted pricing, making it more affordable, and with the support of various organizations, provides opportunities for us to learn more about solar options for our homes. SNHPC (Southern New Hampshire Planning Commission) and SmartPower is sponsoring the SolarUp program this year.

SolarUp volunteers have interviewed several companies and have selected the installer that best fits our residents. Weare is pleased to say that we have selected Granite State Solar (GSS).

Here's what Solarize Weare includes:

DISCOUNT PRICE: A discounted price will be offered by GSS. This price includes a discounted price that is offered to all participants throughout the program, June 27 to October 15th, 2016.

FINANCING: There are a variety of flexible financing options that makes installing solar panels more affordable than ever. Most financing options allow homeowners to immediately lower their monthly electric bills. GSS will review these options for you. There is also a Federal Tax Break of 30% and a State of NH Residential Small Renewable Electrical Generation Systems Rebate of up to \$2500 available this year. Commercial options for rebates are available as well.

END DATE: Our Solarize program has an end date of October 15, 2016. All contracts must be signed by that date in order to qualify for the discounted cost.

To find out more about the program:

- Sign up for a FREE, no obligation, home visit at <http://www.solarupnh.com/weare>
- Stop by our display table at the Patriotic Celebration, Friday July 15th & Saturday, July 16th
- Stop by our display table at Old Home Day, Saturday, August 27th
- Come to one of the workshop sessions scheduled for: **Tuesday, July 26th, 6:00-8:00 pm OR Saturday, July 30th, 10:00 am to 12:00 noon at the Weare Middle School Cafetorium**
- Contact one of our volunteers: Naomi Bolton (nbolton@weare.nh.gov), 529-7535 or Angela Drake (angela.drake@comcast.net)
- Contact GSS at 603-369-4318 or by email at Erik@GraniteStateSolar.com

Sincerely,
Board of Selectmen

Keith R. Lacasse, Chairman

Thomas S. Clow, Vice Chairman

Jennifer Bohl

Frederick W. Hippler

John (Jack) Meaney

Introduced: 06/20/16
Second Read/Pub Hrg: 08/15/16
Adopted: 08/15/16

ORDINANCE #2016-05
AN AMENDMENT TO THE ZONING ORDINANCE
RELATING TO TRANSFERRING PARKING AND
LOADING STANDARDS TO THE SITE PLAN
REGULATIONS

WHEREAS The Zoning Audit commenced in 2014 identified certain inconsistencies and deficiencies within the Zoning Ordinance related to parking and loading standards in Londonderry; and

WHEREAS The Planning Board has identified that parking and loading standards are best administered through the Site Plan Regulations which promote flexibility in site design and process administration; and

WHEREAS The Planning Board has commissioned Town Staff and Consultants to propose amendments and Planning Board has conducted public workshops and a public hearing on these amendments; and

WHEREAS The Planning Board has voted to recommend Council adoption and has already adopted associated Site Plan Regulation amendments, to become effective at the time of Council adoption of this ordinance.

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Londonderry that the following Sections of the Zoning Ordinance are amended as posted:

- 2.3.1 Residential Districts
- 2.4 Commercial Districts
- 2.5 Industrial Districts
- 2.6 Overlay Districts
- 2.7 Gateway Business District
- 2.8 Planned Unit Development
- 3.6 Elderly Housing
- 3.10 Vehicle Access and Parking

John Farrell
Chairman - Londonderry Town Council

A TRUE COPY ATTEST:

Sharon Farrell, Town Clerk
08/15/16

Town Seal



**Town of Londonderry
Planning and Economic Development Department**

268B Mammoth Road
Londonderry, NH 03053
Phone 603.432.1100 x 134
www.londonderrynh.org

To: Town Council
From: Colleen P. Mailloux, AICP
Date: August 15, 2016
Subject: Parking and Loading Zoning Ordinance – Public Hearing

Town Staff continues to work along with the Planning Board to review, update and revise certain portions of the zoning ordinance relative to the parking and loading standards. The goal is to move content from the Zoning Ordinance to the Site Plan Regulations. This action will provide greater flexibility to the Planning Board in reviewing/approving site design, reducing regulatory impediments to businesses, promoting economic development, and lessening reliance on the Zoning Board of Adjustment for parking/loading issues. This action will initiate new and updated minimum parking standards in a manner that is user-friendly and which affords the Planning Board flexibility to administer. The changes are consistent with Planning Board approvals and Zoning Variances that have been granted recently.

These Zoning Amendments are recommended by the Planning Board, who already adopted the accompanying Site Plan Regulation amendments contingent upon Council's adoption of the zoning changes. This step was necessary to avoid inconsistencies between the two documents should one document be adopted absent the other. Please note that while the proposed amendment is characterized by deletions, the content has not been lost but rather transferred to Site Plan Regulations

The changes to the Zoning Ordinance are presented to you in the attached packet for public hearing and adoption. The Council held as first read of the proposed amendment on June 20, 2016 and the amendments have been available for public review in the Planning Department and on the Town website since that time. The Planning Department has not heard any questions or concerns from the general public to date, and the development community, through the 2014-2015 Zoning Audit project, has expressed support for the proposed amendment.



Zoning Amendment: Parking and Loading Standards

Presentation to the Londonderry Town Council
August 2016

Colleen Mailloux, AICP
John Vogl



Parking & Loading Zoning Amendment

- 2014 Zoning Audit recommended relocation of Parking and Loading Standards from the Zoning Ordinance to Site Plan Regulations.
 - Reduce regulatory impediments to economic development
 - Provide the Planning Board with greater flexibility in setting site specific standards.

Parking & Loading Zoning Amendment



- Zoning Ordinance Amendment
 - Deletions, additions, section reference updates throughout ordinance to relocate the Parking & Loading Standards to the Site Plan Regulations
 - Change in the administration of the standards allows improved efficiency and flexibility in the development review process.
 - Standards remain in place, but are enforced through the Planning Board rather than the Zoning Board of Adjustment
 - Amendments to Site Plan Regulations have been approved by the Planning Board, conditional upon Council approval of the Zoning Amendment.

Questions?



Zoning Ordinance Parking Amendments August 15, 2016 Public Hearing

[The "Track Changes" shows deletions as struck through in red, additions underlined in red, and language moved from another part of the document in green. Staff/Consultant notes are in purple italics.]

2.3.1.5. Location of Religious Facilities

- D. Parking for religious facilities shall be determined by the requirements of Section 3.09 of the Site Plan Regulations~~Section 3.10, Table 1 of this ordinance.~~

2.3.1.6 Parking Requirements

A minimum of two parking spaces per dwelling unit shall be provided in the AR-I district.

[As single- and two-family residential uses are not subject to Site Plan Review, this should remain in the Zoning Ordinance]

2.3.1.7 Accessory Dwellings

- K. There shall be one parking space in the rear or side yard for the accessory dwelling and no additional curb cut.

[Leave in Ordinance because Accessory Dwellings are not subject to Site Plan review]

2.3.1.8 Bed and Breakfast Homestay

- A. Bed and breakfast homestay uses shall be subject to the following regulations:

~~9. A minimum of two parking spaces for the dwelling unit and one additional for each guest room shall be required.~~ *[Already listed in the Site Plan Regulations under Business Uses in the parking requirement table. A B&B should be subject to Administrative Review (Administrative Review process is proposed in update to Site Plan Regulations by Staff)]*

2.3.2 MULTI-FAMILY RESIDENTIAL (R-III)

2.3.2.3 Regulations and Design Criteria

B. Density, Design and Dimensional Standard for Development Lot

7. Parking *[Parking requirements will be addressed in the Site Plan Regulations. Multi-family parking will be reduced from 2.5 to 2 spaces per current developer/management requirements. Delete a. - d. retain e.; add new language as follows:]*

- a. ~~A minimum of two (2) parking spaces per dwelling unit shall be provided for single family and two family dwellings.~~ *[Addressed in Site Plan Regulations]*
- b. ~~A minimum of two and one-half (2.5) parking spaces per dwelling unit shall be provided for multi-family dwellings (i.e.: off the internal legal lot so long as the offsite parking is located within the development lot) and the parking spaces shall be within four hundred feet (400') of the building they are intended to serve.~~ *[Addressed in Site Plan Regulations]*

- ~~c. Assisted living and nursing home uses shall require one half (0.5) a parking space per resident unit or bed, plus one per employee. [Addressed in Site Plan Regulations]~~
- ~~d. Parking for other uses shall comply with standards applicable to such uses in other districts.~~
- e.a. Parking areas shall be designated in accordance with requirements for parking areas set forth in Section ~~3.09 of the Site Plan Regulations. 3.10 of the Zoning Ordinance~~ (parking).
- b. No parking shall be located between the front lot line and the front plane of the building(s) closest to the existing Town street and no parking shall be located off-site. The line of the front building plane for each structure shall extend to the side property lines to establish the parking lot setback.
- c. Parking spaces may be located offsite in accordance with Section 3.09 of the Site Plan Regulations.

2.3.3 INCLUSIONARY HOUSING

2.3.3.4 Conditional Use Permit Criteria for Workforce Housing

B. Multi-Family Workforce Housing

11. Dimensional Relief by Conditional Use Permit for Multi-Family Workforce Housing

- a. The Planning Board may through the granting of a Conditional Use Permit adjust standards of any dimensional requirement for multi-family workforce housing (for example: setback, density, green space, or frontage, ~~roads and driveways, or parking~~). *[Parking will not be subject to conditional use permits (CUP's are only administered in zoning) going forward. The Planning Board will have flexibility to approve variations to parking spaces required, especially if shared parking is utilized, with justification that meets at least one of the criteria listed in the Site Plan Regulations.]*

12. Parking:

- ~~a. A minimum of 2.0 parking spaces per dwelling unit shall be provided for all dwelling units in an inclusionary multi-family development. [Covered in Site Plan Regulations]~~
- a. b. Parking areas shall be designated in accordance with requirements for parking areas set forth in Section ~~3.10-09~~ of the ~~Zoning Ordinance~~ Site Plan Regulations (parking).
- b. c. No parking shall be located between the front lot line and the front plane of the building(s) closest to the existing Town street. The line of the front building plane for each structure shall extend to the side property lines to establish the parking lot setback.

2.3.3.6 Small Workforce Housing Developments

D. No parking shall be located between the front lot line and the front plane of the building(s) closest to the existing Town street. ~~A minimum of two parking spaces shall be provided for each dwelling unit.~~ *[Moving forward the goal is to keep the parking requirements for residential uses (except elderly housing) at 2 spaces per unit, including multi-family. We are learning that Multi-family rental housing never has 100% occupancy because a number of units are regularly vacant as they transition to new occupants. All parking requirements will be in the Table in the Site Plan Regulations.]*

2.3.3.7 Live-Work Units

The business component of live/work units are intended for use by entrepreneurs and professionals in occupations including but not limited to : accountants; architects; artists and artisans; attorneys, computer software and multimedia-related professionals; consultants; engineers; fashion, graphic, interior and other designers; hair stylists; insurance, real estate and travel agents; one-on-one instructors; photographers; and for light manufacturing/assembly and similar occupations;

- I. ~~The live/work unit shall be required to provide parking at least 3 spaces per unit. [Move to site Plan Regulations]~~

2.4 COMMERCIAL DISTRICTS

2.4.2 General Standards for all Commercial Sub-Districts

- F. **Vehicle access** - see regulations listed in Section ~~3.08~~ 3.10 of the Site Plan Regulations. ~~3.10 of the Zoning Ordinance (parking).~~
- G. **Parking standards** - see regulations listed in Section ~~3.10-09~~ and Table ~~1-X~~ 1-X of Section ~~3~~ 3.10 to determine the quantity of spaces required for specific uses. **Reference source not found.**
- H. **Loading space standards** *[Keep #2 as amended and move #1, 2.a. & 3-7 to Site Plan Regulations Section 3.09, with an amendment to #7 to add concrete as a loading surface]*
2. Where off-street loading is required, loading bays shall be provided and maintained in accordance with ~~the following~~ Section 3.09 of the Site Plan Regulations:
- a. ~~Loading bays shall not be located on sides of buildings facing a public right-of-way except as specifically approved by the Planning Board. Where such exception is granted, the Board shall require an opaque wall, fence, natural terrain, vegetation or other solution to provide screening as effectively as practical. [Move to Site Plan Regulations]~~
 1. ~~No on-street loading or unloading shall be permitted.~~
 3. ~~Specific size of loading space shall be determined by building usage or function.~~
 4. ~~Loading areas shall be designed to permit on-site backing or maneuvering as well as forward driving to the lot exit.~~
 5. ~~Other than Planning Board approval to use parking aisles as maneuvering space, loading areas requirements shall not encroach on parking areas.~~
 6. ~~The area approved for loading or unloading shall not obstruct access to a property or right-of-way. All loading or unloading spaces shall have direct access to a public right-of-way at all times.~~
 7. ~~All loading areas shall be surfaced with a durable, concrete or asphalt material and graded and drained to dispose of all surface water accumulation.~~

2.4.5 General Standards for MUC sub-district:

D. Conditional Use Permits for the MUC Sub-district

2. Dimensional Relief by Conditional Use Permit: The Planning Board may through the granting of a Conditional Use Permit adjust standards of any dimensional requirement of the district (including but not limited to: setback, density, green space, ~~or~~ or frontage, ~~or~~ or parking) for projects that are determined to be consistent with the general vision statements and recommendations from the Londonderry Northwest Small Area Master Plan or the most recently adopted Town Master Plan.

2.5 INDUSTRIAL DISTRICTS

2.5.1 Industrial District

2.5.1.3 General Standards

- E. **Vehicle access** - see regulations listed in Section ~~3.10.3.08~~ 3.10.3.08 of the Site Plan Regulations.
- F. **Parking standards** - see regulations listed in Section 3.09 of the Site Plan Regulations and Table X ~~3.10~~ and Table 1 of Section 3.10 to determine the quantity of spaces required for specific uses.
- G. **Loading space standards** *[Move #1 – 6 to Section 3.09 of the Site Plan Regulations, amend #6 in the Regulations to include Concrete, and add the following new language to the Ordinance:]*
1. Loading bays shall be provided and maintained in accordance with section 3.09 of the site plan regulations.

- ~~1. No on-street loading or unloading shall be permitted.~~
- ~~2. Off-street loading spaces shall be provided on the same lot as the principal use they are intended to serve. In no case shall an off-street loading space be counted as part of an area to satisfy the off-street parking requirements.~~
- ~~3. Loading bays shall be at least fourteen (14) feet wide, forty-eight (48) feet long and may be located either within a building or in the open.~~
- ~~4. No loading bay area abutting a residential zoning district shall be located within fifty (50) feet of the residential boundary line. Loading bays shall not be located on sides of buildings facing a public right-of-way except as specifically approved by the Planning Board. Where such request is granted, the Board shall require an opaque wall, fence, natural terrain, vegetation or other solution to provide screening as effectively as possible.~~
- ~~5. The area approved for loading or unloading shall not obstruct access to a property or right-of-way. All loading spaces shall have direct access to a public right-of-way.~~
- ~~6. All loading bay areas shall be surfaced with a durable, **concrete or** asphalt material and graded to dispose of all surface water accumulation.~~

2.5.2 AIRPORT DISTRICT

2.5.2.4 General Standards

E. **Parking standards:** - parking standards for the airport district are described within 3.09 of the Site Plan Regulations~~Section 3.10 access and parking~~ with the exception of longer term airport parking lots.

F **Parking standards for longer term parking lots (airport district)**

1. The design standards for parking within the airport district vary with the intended use of the parking facility. The high turnover rate for vehicles in airport lots intended for hourly parking requires adequate room for the maneuvering of multiple vehicles. In longer term (more than one hour permissible) airport parking lots, the volume of simultaneous traffic is significantly less, and the dimensional requirements are lower. All parking spaces shall comply with the design standards of Table ~~X-A~~ and Figure 1 in Section ~~3.10-09 access and parking~~ of the Site Plan Regulations, except for longer term airport parking areas which shall follow Table ~~X1 below in Section 3.09 of the Site Plan Regulations~~, and its associate parking layout, unless otherwise approved by the Planning Board.

Table 1 – Minimum Dimensional Requirements for Longer Term Airport Parking Areas
(Based on 8.5' x 18" Parking Stall, except for zero (0) degrees) [Move Table to Site Plan Regulations]

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Angle of Parking Space (Degrees)	"A" (Ft.)	"A" (Ft.)	One-Way Traffic "C" (Ft.)	Two-Way Traffic "C" (Ft.)	"D" (Ft.)	One Way Traffic "E" (Ft.)	Two-Way Traffic "F" (Ft.)
0	20.0	8.0	12.0	20.00	--	28.0	36.0
30	17.0	14.7	12.0	20.0	—	41.4	49.4
45	12.0	18.7	12.0	20.0	31.5	49.4	57.4
60	9.8	19.8	12.5	20.0	35.4	52.1	59.6
90	8.5	18.0	22.0	22.0	36.0	58.0	58.0

Note: See parking diagram under Table 2, Section 3.10

G. **Handicapped parking spaces** - parking spaces designed to accommodate the needs of the handicapped shall be provided in accordance with federal and state law. See the Town of Londonderry Site Plan Regulations Section 3.09 for parking space standards.

I. ~~**Curb and gutter**—curb and gutter shall be installed within off-street parking and loading areas in order to manage storm drainage, channelize traffic, protect buildings and landscaping areas, and separate pedestrian and vehicular circulation areas. [Move to Site Plan Regulations Section 3.09]~~

J. **Sidewalks** - sidewalks shall be provided onsite as necessary to protect pedestrians and promote the safe and efficient movement of pedestrian and vehicular movement—, in accordance with the design standards in Section 3.08 of the Site Plan Regulations. Sidewalks shall have a minimum unobstructed width of four (4) feet. Sidewalks which are constructed to a six (6) foot width and directly abut the front of a parking or loading space may include two (2) feet of the sidewalk width when determining the length of the parking or loading space [Covered in Site Plan Regulations Section 3.08]

2.6 OVERLAY DISTRICTS

2.6.1 PERFORMANCE OVERLAY DISTRICT - ROUTE 102 CORRIDOR

2.6.1.7 Performance Standards *[Amendments to the Route 102 and Route 28 POD's will be limited to updating references. The POD's are anticipated to be comprehensively addressed in the Zoning Overhaul.]*

D. Landscape Performance Standards

2. Specifics about landscaping materials, caliper sizes, and specifics of the design details shall be as defined by Section ~~3.09 and 3.11.g3.10~~ of the Site Plan Regulations. In the event that requirements of this district and the Site Plan Regulations conflict, the more restrictive of the two documents shall govern.

4. Required Landscaping Areas

d. Side and Rear Buffer Areas

- ii. the side and rear buffers shall be constructed to provide a dense 4 season visual screen in accordance with Section ~~3.09.e~~3.10 of the Site Plan Regulations.
 - iii. Perimeter parking lot landscaping and interior parking lot landscaping shall be in accordance with Section ~~3.11.g~~3.10 of the Site Plan Regulations.
 - e. Other screening: screening of storage areas, dumpster enclosures, loading docks, receiving areas, above ground utility fixtures, and any other items deemed necessary by the Planning Board, shall be in accordance with Section ~~3.09~~3.10.e of the Site Plan Regulations.
3. General Performance Standards for Off-Street Parking.
- a. The minimum number of parking spaces, dimensional requirements for parking stalls and aisle widths shall be determined by the requirements of the underlying zoning district (Section ~~3.103.09 of the Site Plan Regulations~~) except for parking lot setbacks (also called green area setbacks as defined in Sections 2.5.1.3 (H) and 2.4.2 (B) which are governed by the performance standards for landscaping, as outlined in Section 2.6.1.7 ~~(B)(D)~~.
 - c. Coordinated or joint parking design should be provided whenever feasible in accordance with Section 3.09 of the Site Plan Regulations. ~~when feasible, a~~ butting parcels shall be so designed as to provide for mutually coordinated or joint parking, access and circulation systems, and shall include stub-outs and other design features as necessary to make it visually obvious that the abutting properties may be tied in to create a unified system.
4. In parking lots where shared access and/or interconnected parking lots occur, the side and rear landscape area requirements of 2.6.1.7 ~~(B)(D)~~ can be omitted. *[Correction]*

2.6.2 PERFORMANCE OVERLAY DISTRICT - ROUTE 28 CORRIDOR

2.6.2.7 Performance Standards

D. **Landscape Performance Standards** - landscape performance standards shall be the same as **Section 2.6.1.7 ~~(B)(D)~~**, with the following exceptions: *[Correction]*

- 2. Side and Rear Buffer Areas
 - b. The side and rear buffers shall be constructed to provide a dense 4 season visual screen in accordance with Section ~~3.09.e~~3.10 of the Site Plan Regulations.

2.7 GATEWAY BUSINESS DISTRICT

2.7.2 General Standards

G. **Parking, Loading, & Vehicle Access Standards** - See ~~Section 3.10 of this Ordinance~~ **Section 3.09 of the Site Plan Regulations.**

2.7.3 Conditional Use Permits

B. **Dimensional Relief by Conditional Use Permit:** The Planning Board may through the granting of a Conditional Use Permit adjust standards of any dimensional requirement of the district (including but not limited to: setback, density, green space, OR frontage, ~~or parking~~) for projects that are truly supportive of the goals of the GB District as noted above, and where such adjustments would allow the developer to more fully meet these goals and objectives. *[Parking will no longer be subject to conditional use permits, so it is removed from all sections covering parking and CUP's]*

2.8 PLANNED UNIT DEVELOPMENT

2.8.7 Standards of Development.

- A. Off street parking and loading shall comply with the Section 3.09 of the Site Plan Regulations ~~3.10~~ for each proposed use. However, the Planning Board may grant waivers for parking if the Board finds that waivers will be compatible with the design and purposes of the PUD.

3.2 PERFORMANCE STANDARDS *[for Commercial and Industrial Districts]*

3.2.9 Curb and Gutter

~~Curb and gutter shall be installed where deemed necessary by the Director of Public Works Planning Board, within off-street parking and loading areas in order to manage storm drainage, channelize traffic, protect buildings and landscaping areas, and separate pedestrian and vehicular circulation areas.~~ *[Move to Site Plan Regulations Section 3.09 and change Director of Public Works to Planning Board]*

3.2.9 Sidewalks and Pedestrian Facilities

Sidewalks shall be provided on-site, as necessary and as determined by the Planning Board to protect pedestrians and promote the safe and efficient movement of pedestrian and vehicular movement circulation. ~~Sidewalks shall have a minimum unobstructed width of four feet. Sidewalks which are constructed to a six-foot width and directly abut the front of a parking or loading space may include two feet of the sidewalk width when determining the length of the parking or loading space. Sidewalks shall be constructed in accordance with the standards set forth in Section 3.08 of the Site Plan Regulations.~~ *[Keep in Ordinance with amendments; change second "movement" to "circulation" in first sentence; delete second sentence; add new sentence as shown [Renumber subsequent paragraphs.](#)]*

3.6 ELDERLY HOUSING

3.6.4 Regulations and Design Criteria

- E. Parking - ~~There shall be 1.2 parking spaces per each unit for elderly housing. There shall be 0.5 parking spaces required for each bed in an assisted living facility, plus one space per employee on the largest shift.~~ The Planning Board shall carefully consider the location of parking, the parking area and the parking area's access to the unit it serves in keeping with its attendant use by the elderly, in accordance with sections 3.09 of the Site Plan Regulations. *[Move first sentence to Site Plan Regulations Section 3.09; add to second sentence as shown]*

3.10 VEHICLE ACCESS AND PARKING

[The design controls for parking, loading and vehicle access in Section 3.10 will be moved to the Site Plan Regulations. The remaining language related to the control of land use will be retained in the ordinance, and amended as needed. There were standards in the Zoning Ordinance covering streets, driveways and site access, which will be placed in Section 3.08 of the Site Plan Regulations. All parking standards will move to a new Section 3.09 in the regulations. Landscaping standards were divided between Section 3.09 and 3.11, and will now be consolidated into Section 3.10 of the regulations. The section on wetlands will be renumbered 3.11. The references below reflect the proposed section numbers.]

3.10.1 Purpose and Intent

In order to minimize traffic congestion, air pollution, and the risk of motor vehicle and pedestrian accidents, as well as to promote other elements of sound community planning; off-street parking, loading spaces, circulation, and access shall be required of all structures and land uses. Parking spaces, aisles, and circulation shall be provided for all permitted and conditional uses of structures, lots, and land in amounts not less than those specified in this Ordinance Section 3.09 of the Site Plan Regulations. It is further the intent of this ordinance to:

~~A. Ensure there are adequate parking and loading facilities to serve the use or uses of the property; Ensure there are adequate parking and loading facilities to serve the majority of traffic generated by the use or uses permitted to occupy the property. The number of required parking spaces shall be found in Section 3.09 of the Site Plan Regulations, and in most cases shall correspond to broad use categories rather than specific uses. Assumptions about the number of parking spaces required need to be consistent with Londonderry's long-term vision for growth as articulated in the current Master Plan.~~

~~A.B. Promote strategies that go beyond minimum parking requirements and encourage shared parking, cross access agreements over interconnected sites, and mixed-use development wherever practical in accordance with the current Master Plan.~~

~~B.C. Ensure that any parking facility is so designed to provide proper circulation, reduce hazards to pedestrians, and protect the users of adjoining properties from nuisance caused by the noise, fumes, and glare of headlights which may result from the operation of vehicles parking off the street;~~

~~C.D. Reduce congestion in the streets and contribute to traffic safety.~~

~~D.E. Encourage environmentally friendly access and parking areas.~~

[The following 3 sections are no longer applicable to this section or are covered elsewhere in the Ordinance. All three are proposed to be deleted.]

3.10.2 Authority

~~A. Pursuant to the authority granted by Chapter 674 et seq., New Hampshire Revised Statutes Annotated, as amended, the Town of Londonderry adopts the following vehicle access and parking regulations.~~

3.10.3 Severability

~~A. If any section, clause, provision or phrase of this Section is held to be invalid or unconstitutional by any court of competent authority, such holding shall not affect, impair or invalidate any other section, clause, provision, portion or phrase of the Ordinance.~~

3.10.4 Application, and Non-Conforming Structures

~~A. New Structures~~

~~The requirements of this section shall apply to all new structures erected for use on a property.~~

~~B. Legally Pre-Existing Structures~~

~~Any structure or land use lawfully in existence prior to the adoption of this Section shall not be subject to the requirements of this Section so long as the kind or extent of use is not changed, and provided further that any parking facilities now serving such structures shall not in the future be reduced below such requirements.~~

~~Loss of Legal Non-Conforming Status~~

~~Loss of legal non-conforming status will occur under the following circumstances:~~

~~Any structure which is hereafter altered or enlarged.~~

~~All new uses of a property.~~

~~Any use of a property which is hereafter altered or enlarged.~~

3.10.5 2 Vehicle Access

A. Vehicle access to all lots shall be from public right-of-way by one or more curb cuts/driveways.

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- B. The location and design of curb cuts/driveways shall minimize traffic hazards and not unduly ~~retard-impede~~ traffic flow in public right-of-way as provided in Section 3.08 of the Site Plan Regulations. *[Retain A & B and move C - F to Section 3.09 of the Site Plan Regulations; Revise E in the regulations]*
- ~~C. No portion of any driveway shall be closer than fifty (50) feet to any intersecting street.~~
- ~~D. The closest points of any two (2) driveways servicing a single lot shall exceed fifty (50) feet at their intersection with the street lot line.~~
- ~~E. The width of any driveway, except for radii per Subsection 3.10.8, shall not exceed twenty-four (24) feet. The Planning Board may specifically approve an exception not to exceed thirty-six (36) feet.~~
- ~~F. Vehicle access ways and driveways shall be maintained and kept clear of debris.~~

3.10.6.3 Location of Off-Street Parking and Loading Facilities:

- A. Parking Facilities *[Amend #1 as follows and retain in Zoning; retain #3; move #2 and #4 to Section 3.09 of the Site Plan Regulations; amend #4 in the regulations]*
 - 1. Every lot shall have an off-street parking area. Parking on public rights-of-way, unless specified as part of an approved PUD, or parking where it will obstruct property or public rights-of-way access is not permitted. The Planning Board may also approve parking that is off-site where the Applicant can show that the intent of the ordinance is achieved relative to the provision of safe pedestrian routes.
 - ~~2. Loading spaces shall in all cases be on the same lot as the use they are intended to serve.~~
 - ~~3.2.~~ All off-street parking shall have direct access at all times by on-site travelways to a public right-of-way.
 - ~~4. All parking areas within ten (10) feet of any structure shall have a curb or substantial bumper not less than four (4) feet from the structure.~~

Off-Site Locations *[Move to Section 3.08 of the Site Plan Regulations]*

- ~~1. Entrances to facilities not located on the principal use lot shall be no more than four hundred (400) feet from the principal lot or by special exception no further removed than eight hundred (800) feet.~~
- B. Industrial District Loading Space Standards Loading Facilities *[Moved from Section 3.10.9 below, and amended to add new information to #1 and fix a typo in #4; delete #6 and move to Site Plan Regulations.]*
 - 1. No on-street loading or unloading shall be permitted, unless approved as part of a PUD
 - 2. Off-street loading spaces shall be provided on the same lot as the principal use they are intended to serve. In no case shall an off-street loading space be counted to satisfy the off-street parking requirements.
 - 3. Loading bays shall meet the dimensional requirements of Section 3.10.7(B); 09 Loading Space Dimensions.
 - 4. Loading bay area abutting a residential zoning district shall not be located within fifty (50) feet of the residential (AR-I or R-III) zoning boundary line. Loading bays shall not be located on sides of buildings facing a public right-of-way except as specifically approved by the Planning Board. Where such request is granted, the Board shall require an opaque wall, fence, natural terrain, vegetation or other solution to provide screening as effectively as possible.
 - 5. The area approved for loading or unloading shall not obstruct access to a property or right-of-way. All loading spaces shall have direct access to a public right-of-way.
 - 6. All loading bay areas shall be surfaced in compliance with Section 3.10.13(B).

3.10.7.4 Off-Street Parking Requirements: *[Moved from Section 3.10.13 with Amendments to #C and #D.1]*

- A. Circulation areas shall be designed so that vehicles can proceed safely without posing a danger to pedestrians or other vehicles and without interfering with parking areas.
- B. Snow removed from parking spaces and traffic lanes shall not be deposited in a manner or in locations that will result in its being a traffic hazard.
- C. Parking areas shall not be used for outdoor storage, display of items for sale, or other activities. **Temporary displays require site plan approval.**

Move below to Section 3.09.g of the Site Plan Regulations:

Coordinated or joint parking design: when feasible, abutting parcels shall be so designed as to provide for mutually coordinated or joint parking, access and circulation systems, and shall include stub-outs and other design features as necessary to make it visually obvious that the abutting properties may be tied in to create a unified system.

Development prior to abutting use. In the event that the site is developed prior to an abutting property, it shall be designed to ensure that its parking, access and circulation may be easily tied in to create a coordinated parking design at a later date.

Existing abutting uses. In the event that the site abuts an existing developed property, it shall be so designed as to tie into the abutting parking, access and circulation to create a coordinated system unless the Planning Board finds that this would be impractical.

3.10.7 Dimensional Requirements: *[Move to Site Plan Regulations]*

A. Standard Stall Dimensions

- 1. ~~Exclusive of compact auto spaces, all parking spaces shall comply with the design standards of TABLE 1 of section 3.10.7.2.2 and its associated parking layout unless otherwise approved by the Planning Board.~~
- 2. ~~Compact Automobile Spaces. Parking spaces for compact automobiles shall contain a rectangular area of at least fifteen (15) feet in length and eight (8) feet in width. The length shall be increased to eighteen (18) feet where the spaces are located parallel to the travel aisles. These spaces must be conspicuously designated as reserved for compact automobiles by a sign in accordance with section 3.11.6.1.5.3 of this ordinance, located such that it will not be obscured by a vehicle parked in the space.~~

B. Loading Space Dimensions

- 1. ~~Minimum dimensions for industrial loading spaces shall be fourteen (14) feet in width and forty (48) feet in length. A vertical clearance of fifteen (15) feet is also required~~
- 2. ~~Minimum dimensions for a commercial loading space shall be determined by evaluation of the size of anticipated delivery vehicles. Under no circumstances shall a commercial loading space be any smaller than ten (10) feet in width and twenty-eight (28) feet in length.~~

- 3. ~~TABLE 1~~ *[Move to Site Plan Regulations Section 3.09; Delete 30 degree parking]*

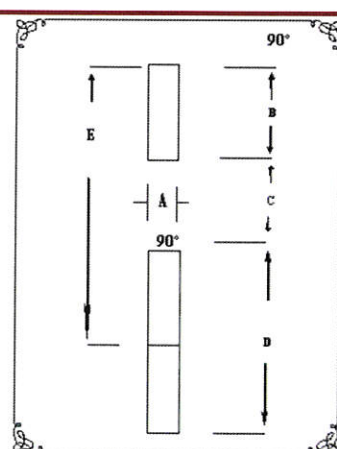
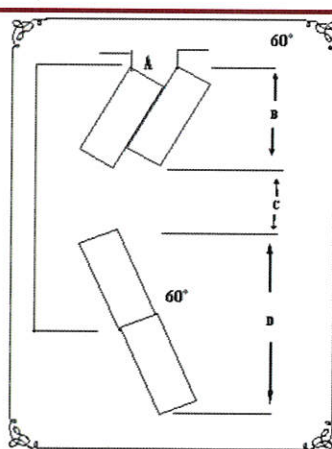
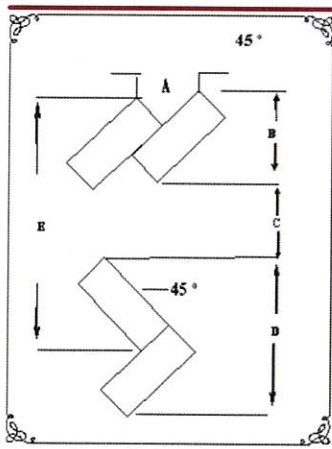
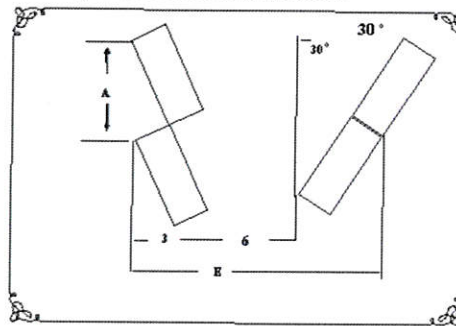
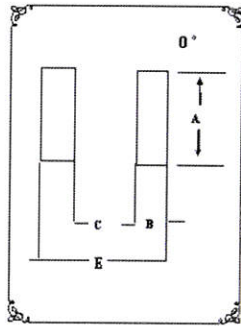
TABLE 1
MINIMUM DIMENSIONAL REQUIREMENTS FOR PARKING AREAS
 (Based on 9 x 20' Parking Stall except for 0 degrees)

Angle of Parking (Degrees)	One-Way Traffic	Two-Way Traffic	One-Way Traffic	Two-way Traffic
"A"	"B"	"C"	"C"	"D"
(Feet)	(Feet)	(Feet)	(Feet)	(Feet)
0	22.5	8.0	12	20
30	18.0	17.8	12	20
45	12.7	20.5	12	20
60	10.4	21.8	12.5	20
90	9.0	20.0	22	22
62.0	62.0			

[Delete Figure 1 below and move to Site Plan Regulations Section 3.09; amend graphic to convey the information more clearly]

FIGURE 1
MINIMUM DIMENSIONAL REQUIREMENTS FOR PARKING AREAS

MINIMUM DIMENSIONAL REQUIREMENTS FOR PARKING AREAS



3.10.8 General Off-Street Parking and Loading standards: *[Delete Section and move to Site Plan Regulations Section 3.09 with amendments]*

~~In all districts, at the time any new building or structure is erected or any existing building or structure is subject to a substantial alteration or a change in use, off-street parking and loading space shall be provided in accordance with the minimum standards set forth below.~~

~~A. Calculation of Parking and Loading Requirements~~

- ~~1. Where the principal use is not enclosed in a building, the portion of the lot so used shall be considered as part of the gross floor area for computing parking and loading requirements.~~
- ~~2. Where a principal or accessory use of a lot is not enclosed in a building, the Planning Board shall determine the parking and loading area required to service such use in accordance with Table 1 of this section.~~
- ~~3. Quantity of parking and loading spaces shall comply with the minimum listed within Table 2 of section 3.10.10 based on allowed uses.~~
- ~~4. Loading and unloading areas shall not be considered as parking spaces.~~
- ~~5. When the schedule requires the number of spaces to be calculated per employee and employees are on the site in shifts, the number to be used is the number of employees present during the largest shift. In all other cases it shall mean the total number of employees on the site or who will use the site for parking at any one time.~~
- ~~6. When the schedule requires the number of spaces to be calculated by more than one standard (meaning multiple uses on the site), then the sum of the required parking spaces for all uses shall be provided.~~

~~B. Minimum Stacking Space Requirements~~

~~All uses which include a drive-up window or which are characterized by patrons remaining in their vehicles to receive service shall provide stacking spaces in order to alleviate traffic congestion. Stacking spaces shall be a minimum of ten (10) feet in width and eighteen (18) feet in length. All stacking areas must be separated from other circulation aisles and parking spaces. The use of a landscaped island with curbing is recommended to channelize traffic.~~

~~1. Restaurant Drive-Thru Windows~~

~~A minimum of ten (10) stacking spaces shall be required for restaurants with drive-up window. The distance shall be measured from the drive-up window.~~

~~2. Car Washes~~

~~A minimum of three (3) stacking spaces per car wash bay shall be required.~~

~~3. Financial Institution Drive-Thru Windows~~

~~A minimum of eight (8) stacking spaces shall be required for financial institutions having one drive-thru window and four (4) stacking spaces for each additional window.~~

~~4. Other Uses With Drive-Thru Windows or Similar Characteristics~~

~~For other uses not specifically provided herein, the Planning Board (with a recommendation from the Zoning Officer) shall make a determination regarding the number of stacking spaces required.~~

~~C. Compact Auto Spaces Permitted by Conditional Use Permit~~

~~For nonresidential principal uses, not more than ten (10) percent of the total number of required spaces may be designated for compact automobiles and marked accordingly may be allowed where the Planning Board issues a conditional use permit pursuant to Section 3.10.12(A) of this ordinance.~~

3.10.9 Off-Street Parking and Loading Standards by District: *[Move up to New Section 3.10.3 and Amend]*

~~A. Industrial District Loading Space Standards~~

- ~~1. No on-street loading or unloading shall be permitted~~
- ~~2.1. Off-street loading spaces shall be provided on the same lot as the principal use they are intended to serve. In no case shall an off-street loading space be counted to satisfy the off-street parking requirements.~~
- ~~3.1. Loading bays shall meet the dimensional requirements of Section 3.10.7(B), Loading Space Dimensions.~~
- ~~4.1. Loading bay area abutting a residential zoning district shall be located within fifty (50) feet of the residential (AR-I or R-III) zoning boundary line. Loading bays shall not be located on sides of buildings facing a public right of way except as specifically approved by the Planning Board. Where such request is granted, the Board shall require an opaque wall, fence, natural terrain, vegetation or other solution to provide screening as effectively as possible.~~
- ~~5.1. The area approved for loading or unloading shall not obstruct access to a property or right-of-way. All loading spaces shall have direct access to a public right-of-way.~~
- ~~6.1. All loading bay areas shall be surfaced in compliance with Section 3.10.13(B).~~

~~B. Route 102 & Rt. 28 POD Parking Requirements~~ *[Delete because parking requirements will be in the Site Plan Regulations; POD districts to be amended as part of Zoning Overhaul]*

- ~~1. General performance standards for off-street parking.~~
 - ~~a. The minimum number of parking spaces, dimensional requirements for parking stalls and aisle widths shall be determined by the requirements of the underlying zoning district (See Section 3.10.10, Table 2) except for parking lot setbacks (also called green area setbacks as defined in Sections 2.5.1.3(H) and 2.4.1(C)(9)) which are governed by the performance standards for landscaping, as outlined in Section 2.6.1.7(B).~~
- ~~2. In parking lots where shared access and/or interconnected parking lots occur, the side and rear landscape area requirements of 2.6.1.7(B) can be omitted.~~

3.10.10 Minimum Parking and Loading Required: *[Delete and move to Site Plan Regulations Section 3.09 with amendments; footnotes to be removed; other amendments to be noted in Regulation update]*

~~Off-street parking spaces shall be provided whenever any new use is established or any existing use is enlarged. The quantity of required spaces will be determined as shown in TABLE 2 of this section.~~

TABLE 2 OFF-STREET PARKING AND LOADING		
USE	UNIT OF MEASUREMENT	SPACES REQUIRED PER UNIT OF MEASUREMENT
Subject to the requirements of section 3.10.8(A)(6)		
Agricultural and Residential		
Agriculture	GFA	1 per 1,000 sq. ft.
Assisted Living Facilities	ed and employees	0.5 per employee
Back Lot Development	DU and type	2 spaces per DU
Dwelling, multi-family 1,3	DU	2.5 per DU
Dwelling, single-family 1	DU	2 per DU
Dwelling, two-family 1	DU	2 per DU
Dwelling, with accessory apartment 2	DU	2 per DU, (4 total)
Elderly Housing	DU	per DU

Zoning Ordinance Parking Amendments
June 8, 2016 Planning Board Public Hearing

**TABLE 2
OFF-STREET PARKING AND LOADING**

USE	UNIT OF MEASUREMENT	SPACES REQUIRED PER UNIT OF MEASUREMENT	
Elderly Housing (Affordable)		DU	1.2 per DU
Mixed-use residential		Various	As mandated per use by percentage
Nursing Home and accessory uses		Resident unit or bed and employees	0.5 per resident unit or bed plus one per employee
Planned residential development		DU	2 per DU
Civic Uses			
Community center		GFA, or seats and persons accommodated	1 space per 200 sq. ft. or 1 per 3 seats or 3 persons the facility is intended to accommodate
Public Facilities		GFA, or seats and persons accommodated	1 space per 200 sq. ft. or 1 per 3 seats or 3 persons the facility is intended to accommodate
Recreational Facilities, Public		GFA, or seats and persons accommodated	1 space per 200 sq. ft. or 1 per 3 seats or 3 persons the facility is intended to accommodate
Religious Facilities		Seats or linear feet of bench space	1 per each 3 seats or 6 linear ft.
Cultural Uses and Performing Arts		GFA, or seats and persons accommodated	1 space per 200 sq. ft. or 1 per 3 seats or 3 persons the facility is intended to accommodate
Business Uses			
Aeronautical Facilities		Various	1 per employee on maximum shift, plus 1 per vehicle used in connection with terminal, plus sufficient number of space to accommodate the largest number of vehicles that may be expected at any one time
Assembly, testing, repair, and packing operations up to 100,000 sq. ft.		GFA or employees	1 per 500 sq. ft. or 1 per employee
Assembly, testing, repair, and packing operations 100,001 sq. ft. or larger		GFA or employees	1 per 600 sq. ft. or 1 per employee
Bed and Breakfast Homestay		D.U and guest room	2 per D.U plus 1 per guest room
Computer Services		GFA	1 per 200 sq. ft. or 1 per employee
Conference/Convention Center.		GFA, or seats and persons accommodated	1 space per 200 sq. ft. or 1 per 3 seats or 3 persons the facility is intended to accommodate
Day Care Center, Adult		Employees and attendees	1 per employee plus 1 per 7 attendees at peak attendance plus parking for any associated busses or vans
Day Care Center, Child		Employees and attendees	1 per employee plus 1 per 8 attendees at peak attendance
Drive-in establishments		Employees and vehicles served	2 per employee plus 1 per each vehicle served
Drive-in theatres		Capacity	1 per vehicle at capacity plus 10%
Financial institution		GFA	1 per 300 sq. ft.
Funeral homes		Various	1 per 5 seats in largest chapel, plus 1 per employee, plus 1 per service vehicle
Education and Training Facilities		Faculty, students, & administrators	1 per faculty member, administrator, and employee, plus .5 per student at peak attendance
Excavation, including Temporary and Permanent Manufacturing Plants as an accessory use.		GFA or employees	1 per associated vehicle plus 1 per 600 sq. ft. or 1 per employee
Health Clubs		GFA, or seats and persons accommodated	1 space per 200 sq. ft. or 1 per 3 seats or 3 persons the facility is intended to accommodate
Home Occupation		Variable	Applicant must demonstrate that parking is adequate for the proposed use, in no case less than 2 spaces in addition to those required for the residence
Hotels up to 50,000 sq. ft.		Various	1 per room, plus 1 per 20 rooms (staff), plus 50% normally required for accessory uses
Hotels 50,001 sq. ft. or larger		Various	1 per room, plus 1 per 20 rooms (staff), plus 75% normally required for accessory uses
Manufacturing, Heavy		GFA or employees	1 per 800 sq. ft. or 1 per employee

Zoning Ordinance Parking Amendments
June 8, 2016 Planning Board Public Hearing

**TABLE 2
OFF-STREET PARKING AND LOADING**

USE	UNIT OF MEASUREMENT	SPACES REQUIRED PER UNIT OF MEASUREMENT	
Manufacturing, Light up to 100,000 sq. ft.	GFA or employees	1 per 600 sq. ft. or 1 per employee	
Manufacturing, Light 100,000 sq. ft. or larger	GFA or employees	1 per 800 sq. ft. or 1 per employee	
Membership club	GFA, or seats and persons accommodated	1 space per 200 sq. ft. or 1 per 3 seats or 3 persons the facility is intended to accommodate	
Motels	Rooms and employees	1 per room plus 1 per employee	
Motor Vehicle Maintenance, Major Repair and Painting	GFA and bays	1 per 800 sq. ft. but no less than 2 per service bay	
Motor Vehicle Rental	Various	1 per 300 sq. ft. indoor sales per office area, plus 1 per 1,500 sq. ft. outdoor storage, plus 4 per service bay	
Motor Vehicle Sales	Various	1 per 300 sq. ft. indoor sales per office area, plus 1 per 1,500 sq. ft. outdoor storage, plus 4 per service bay	
Motor Vehicle Station, Limited Service	Various	1 per 300 sq. ft. of floor area, plus 1 per accessory service bay, plus 1 per employee, plus 1 per vehicle used for the business and kept on premises	
Outdoor Storage of goods or materials (not to exceed 5-10% of the gross floor area) as an Accessory Use	Storage area	1 per 1,500 sq. ft. of storage area	
Personal Service Businesses up to 3,000 sq. ft.	GFA or chairs	1 per 200 sq. ft. or 2 per chair	
Personal Service Businesses 3,001 sq. ft. or larger	GFA or chairs	1 per 300 sq. ft. or 2 per chair	
Professional Office up to 50,000 sq. ft.	GFA	1 per 200 sq. ft.	
Professional Office 50,001 sq. ft. or larger	GFA	1 per 300 sq. ft.	
Recreation, commercial	GFA, or seats and persons accommodated	1 space per 200 sq. ft. or 1 per 3 seats or 3 persons the facility is intended to accommodate	
Rental Car Terminal up to 50,000 sq. ft.	Various	1 per 300 sq. ft. indoor sales per office area, plus 1 per 1,500 sq. ft. outdoor storage, plus 4 per service bay	
Rental Car Terminal 50,001 sq. ft. or larger	Various	1 per 400 sq. ft. indoor sales per office area, plus 1 per 1,500 sq. ft. outdoor storage, plus 4 per service bay	
Repair services	GFA	1 per 400 sq. ft.	
Research or Testing Laboratories up to 100,000 sq. ft.	GFA	1 per 600 sq. ft.	
Research or Testing Laboratories 100,001 sq. ft. or larger	GFA	1 per 800 sq. ft.	
Restaurant	Seats and employees	1 per 3 seats plus 1 per employee	
Restaurant, fast food	Seats and employees	1 per 4 seats plus 1 per employee	
Retail Stores up to 75,000 sq. ft.	GFA	1 per 200 sq. ft.	
Retail Stores 75,001 sq. ft. or larger	GFA	1 per 300 sq. ft.	
Sales of Heavy Equipment or Heavy Trucks as an accessory use	Lot area	1 per 2,000 sq. ft. of lot area	
School, Private, Elementary and Middle	Various	1 per faculty, employee and bus if bus transportation is provided, plus 1 per each 4 seats for assembly areas	
School, Private, High	Various	1 per faculty member, administrator, and employee, plus 1 per bus if bus transportation is provided, plus 1 per each 4 students	
Service establishment	GFA or employees	1 per 300 sq. ft. or 2 per employee	
Sexually oriented businesses	GFA or occupants	1 per 300 sq. ft. or 1 per 2 occupants at building capacity	
Storage, self-serve	GFA	1 per 1,200 sq. ft.	
Terminal, Airplane	Various	1 per employee on maximum shift plus 1 per vehicle used in connection with terminal, plus sufficient number of spaces to accommodate the largest number of vehicles that may be expected at any one time	
Terminal, Trucking	Various	1 per 200 sq. ft. plus adequate parking and loading spaces for each company vehicle operating from the premises plus 1 per employee	

Zoning Ordinance Parking Amendments
June 8, 2016 Planning Board Public Hearing

~~shall include stub outs and other design features as necessary to make it visually obvious that the abutting properties may be tied in to create a unified system.~~

~~F.A. Development prior to abutting use. In the event that the site is developed prior to an abutting property, it shall be designed to ensure that its parking, access and circulation may be easily tied in to create a coordinated parking design at a later date.~~

~~G.A. Existing abutting uses. In the event that the site abuts an existing developed property, it shall be so designed as to tie into the abutting parking, access and circulation to create a coordinated system unless the Planning Board finds that this would be impractical.~~

[Delete #B - F and relocate to Site Plan Regulations Section 3.09 with amendments]

~~B. Paving Materials~~

- ~~1. All parking areas shall be surfaced with asphalt or other suitable durable material approved by the Planning Board and graded and drained to dispose of all surface water accumulation except as identified in section 3.10.13(B)(3).~~
- ~~2. Design and choice of paving materials used in pedestrian areas shall consider such factors as function, climate, characteristics of users, availability, cost maintenance, glare, drainage, noise, appearance, and compatibility with surroundings.~~
- ~~3. Alternative Surfacing - For uses that function less than six (6) months each year, the Planning Board may permit a complete or partial substitution of an alternative surfacing for a paved surfacing on a parking lot, provided that the Board finds that the alternative surfacing will not be detrimental to adjacent property and streets by reason of the generation of dust, the disintegration of the surfacing, or the dispersal of stormwater runoff; that the surfacing is appropriate to the intensity of vehicular movements associated with the use; and that the surfacing will support an acceptable degree of access to the property by Fire Department apparatus.~~

~~C. Landscaping - Landscaping of parking lots shall be designed in accordance with the Landscape Design Standards of the Londonderry Site Plan Regulations, as most recently amended.~~

~~D. Walls and Fences~~

- ~~1. Walls and fences shall be erected where required for privacy, screening, separation, security, erosion control, or to serve other necessary and reasonable functions.~~
- ~~2. The design and materials used shall be functional and compatible with existing and proposed site architecture.~~
- ~~3. No fence or wall shall be so constructed or installed as to constitute a hazard to traffic or safety.~~

~~E. Lighting~~

- ~~1. All parking area lighting shall be subject to the Outdoor Lighting Standards of the Town of Londonderry Site Plan Regulations, as most recently amended and the following:~~
- ~~2. All artificial lighting used to illuminate a parking lot shall be so arranged that all direct rays from lighting fall entirely within such parking lot or accessory walkways~~
- ~~3. The maximum mounting height of a lighting fixture above the ground shall be twenty (20) feet in a residential district and twenty-five (25) feet in a nonresidential district.~~

~~F. Street Furniture~~

- ~~1. Street furniture, such as, but not limited to, trash receptacles, benches, and phone booths, shall be located and sized in accordance with function.~~
- ~~2. The different street furniture components shall be compatible in form, material and finish. Design and materials shall be coordinated with existing and proposed site architecture.~~

~~Selection of street furniture shall take into consideration function, durability, maintenance and long-term cost.~~

3.10.14.5 Parking for Disabled Persons

A. Handicapped Parking Spaces - Parking spaces designed to accommodate the needs of the handicapped shall be required per state and federal law, and in accordance with the Town of Londonderry Site Plan Regulations, as most recently amended, and Section 1106 of the Building Code.

3.10.15.6 Pedestrian and Bicycle Circulation

A. Pedestrian Safety - Insofar as practical, pedestrian and bicycle circulation shall be separated from motor vehicle circulation. Safe and convenient pedestrian circulation, including appropriate sidewalks, shall be provided on the site and its approaches. The pedestrian circulation plan shall be designed to minimize conflicts with vehicular traffic.

3.10.16.7 Bicycle Parking

Off-street bicycle parking may be required by the Planning Board whenever any new use is established or any existing use is enlarged for which more than ten (10) automobile parking spaces are required. If required by the Planning Board, the quantity of required bicycle stalls will be determined as shown in ~~TABLE 3 of this section.~~Section 3.09 of the Site Plan Regulations.

~~A. Tabular Bicycle Parking Requirements~~ *[Move Table and following related requirements to Site Plan Regulations, Section 3.09.]*

TABLE 3 BICYCLE PARKING	
Auto Spaces Required	Bicycle Stalls Required
10-50	10% of auto
51-100	5% of auto
100+	3% of auto

~~B. Requirements are additive. Once a threshold is met the previously existing requirement shall be maintained and additional stalls shall be provided at the new level until the next threshold is met.~~

~~C. A minimum of two (2) and a maximum of twenty (20) stalls shall be provided~~

~~D. In calculating stall requirements all decimals and fractions shall be rounded up to the nearest whole number.~~

~~E. All bicycle parking stalls shall be located within one hundred (100)ft. of the primary use or as close as the closest auto space.~~

~~F. A bicycle "stall" shall include a delineated and safe parking area, and an appropriate structure to which bicycles can be locked.~~

~~G. Appropriate structure means a stand or other device constructed so as to enable the user to secure by locking the frame and one wheel of each bicycle parked therein. Racks must be easily usable with both U-locks and cable locks. Racks should support the bikes in a stable upright position so that a bike, if bumped, will not fall or roll down. Racks that support a bike primarily by a wheel, such as standard 'wire racks' are damaging to wheels and thus are not acceptable.~~

- ~~H. Bicycle parking racks, shelters or lockers must be securely anchored to the ground or to a structure.~~
- ~~I. Outdoor bicycle parking areas shall be surfaced with hard surfacing material having a minimum depth of two inches, such as pavers, asphalt or concrete, unless otherwise permitted by the Planning Board.~~
- ~~J. Provision of additional amenities including but not limited to covered parking and shower facilities is encouraged for lots over one hundred (100) automobile spaces but not required.~~

~~3.10.17 Definitions~~

~~Definitions pertaining to vehicle access and parking may be found in Section 4.7 of this the Zoning Ordinance. [When the regulations are converted to EnCode, there will be automatic links to the definitions, which will all be located in one section as part of the Zoning Ordinance overhaul.]~~

First Reading: 02/22/16
Second Reading/Public Hearing: 03/21/16
Continued Public Hearing: 08/15/16
Adopted: 08/15/16

ORDINANCE #2016-01
AN AMENDMENT TO THE ZONING ORDINANCE
RELATING TO REZONING A PORTION OF
MAP 17, LOT 45
280 ROCKINGHAM ROAD

WHEREAS The Planning Board has received a request to rezone a portion of the above-referenced parcel from Industrial I (IND-I) to Multi-Family Residential III (R-III); and

WHEREAS the Planning Board finds that rezoning that portion of the lot as identified on the plan prepared by HSI for Evans Family Limited Partnership, dated December 28, 2015, from Industrial I to Residential III would expand the existing Residential III zoned area of the subject parcel from approximately 20.8 to 47.3 acres and increase the development potential for the lot fronting on Sanborn Road; and

WHEREAS the Planning Board has recommended that the Town Council act favorably upon the request; and

WHEREAS the requested rezoning will make the zoning of this lot consistent with current zoning on the subject parcel and adjacent lots to the south and west;

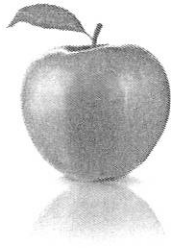
NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Londonderry that the Town Zoning Ordinance be amended to reflect the rezoning of a portion of Map 17 Lot 45 from Industrial I (IND-I) to Multi-Family Residential III (R-III), to become effective upon passage of this ordinance.

John Farrell - Chairman
Town Council

Sharon Farrell
Town Clerk

(TOWN SEAL)

A TRUE COPY ATTEST: 08/15/16



**Town of Londonderry
Planning and Economic Development Department**

268B Mammoth Road
Londonderry, NH 03053
Phone 603.432.1100 x 134
www.londonderrynh.org

To: Town Council
CC: Building Department
From: John Vogl, GIS Manager | Comprehensive Planner
Date: February 22, 2016
Subject: **Rezoning Recommendation from the Planning Board
Map 17 Lot 45**

On February 3, 2016, the Planning Board held a public hearing relative to the Zoning Ordinance and Zoning Map.

The Planning Board, by unanimous vote, recommends to the Town Council to approve rezoning a portion of Tax Map 17 Lot 45 near Sanborn Road from Industrial I (Ind-I) to Multi-Family Residential (R-III) at 280 Rockingham Road.

The proposed rezoning is for a 200 acre split-zoned parcel with frontage on Rockingham Road, Sanborn Road and Page Road. The applicant is requesting that a portion of Map 17 Lot 45, currently zoned (Industrial I) be rezoned to R-III (Residential III), which would expand the area of the lot currently zoned R-III with frontage on Sanborn Road to the limits as identified on the attached plan prepared by HSI for Evans Family Limited Partnership, dated December 28, 2015. The area identified for the zoning change is isolated within the larger industrial zoned area of parcel by extensive natural and man-made features. By rezoning this piece to R-III, opportunities for reasonable development are increased for that portion of the lot with Sanborn Road frontage. There are two adjacent parcels zoned R-III on Sanborn Road, so the re-designation is consistent with the zoning in the area.

A copy of the application, a map of the proposed rezoning, staff recommendation to the Planning Board, and the Planning Board minutes are included in the packet.

Please feel free to contact Planning and Economic Development Staff if you have any questions.

Hayner/Swanson, Inc.
 Civil Engineers/Land Surveyors
 Three Congress Street, Nashua, NH 03062-3399
 Tel (603)883-2057 Fax (603)883-5057

LETTER OF TRANSMITTAL

To:
 Londonderry Planning Dept.
 268B Mammoth Road
 Londonderry, NH 03053

Date: 1/8/16	Job #: 4307-RZ
Attn: John Vogl	
RE: Proposed Re-zoning	
Page Road (Map 17, Lot 45)	
Londonderry, NH	

- WE ARE SENDING YOU** Attached Under separate cover via _____ the following items:
- Shop drawings Prints Plans Samples Specifications
- Copy of letter Change order Certificates


COPIES	DATE	NO.	DESCRIPTION
1	1/8/16	--	Re-zoning Application
1	1/7/16	2085	Check for \$448.00 submittal fee (\$40.00 plus \$12.00/abutter x 34 abutters)
1	1/7/16	--	Abutter list / mailing labels
1	12/28/15	1 of 1	Color Re-zoning Plan

THESE ARE TRANSMITTED as checked below:

- For approval Approved as submitted Resubmit ____ copies for approval
- For your use Approved as noted Submit ____ copies for distribution
- As requested Returned for corrections Return ____ corrected prints
- For review and comment _____
- FOR BIDS DUE _____, 19 _____ PRINTS RETURNED AFTER LOAN TO US

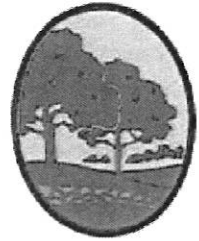
REMARKS: John – the above-listed materials are submitted for the next available Planning Board and Town Council hearings.

cc: Charlie Evans, Evans Family L.P.

Sincerely,

 Earle D. Blatchford
 Senior Project Manager



TOWN OF LONDONDERRY
Community Development Department
 Planning & Economic Development Division



268B Mammoth Road
 Londonderry, New Hampshire 03053
 Phone: (603) 432-1100, x134 Fax: (603) 432-1128

REZONING APPLICATION

Name of Applicant: Evans Family Limited Partnership

Name of Lot Owner: Evans Family Limited Partnership *Chad Lee G.P.*
 (If different)

Address: 20 Auburn Road, Londonderry, NH 03053

Telephone #: (603) 434-7911

Date Submitted: _____

Tax Map # 17 Lot # 45
 (Please list all if multiple lots are involved)

Current Zoning: R-III & IND-I

Proposed Zoning: R-III & IND-I

Please explain the purpose and justification for your rezoning request (attach additional sheets if necessary):

Lot 45, Map 17 is presently a split zone lot, with that portion nearest (and fronting on) Sanborn Road being zoned R-III Multi-family Residential and the balance of the property being zoned IND-I Industrial. It is proposed to rezone a portion of the lot from IND-I to R-III, as shown on the attached Re-zoning Plan. The portion of the property proposed to be re-zoned has natural and man-made barriers which act to segregate it from those portions of the property proposed to remain IND-I. To the northeast there is a 266 ft. wide PSNH easement and most of that portion of the property is wetlands and wetland buffers, with limited development potential. To the northwest the land is separated by wetlands and topography. That portion of the site abuts other industrial and commercial lots and is better suited to industrial and commercial uses, with access via Page Rd. to Rockingham Rd. (NH Rte.102). The area proposed to be re-zoned is contiguous with the R-III zoned land which is adjacent to two other R-III properties (Map 15, Lots 83-2 and 87-1).

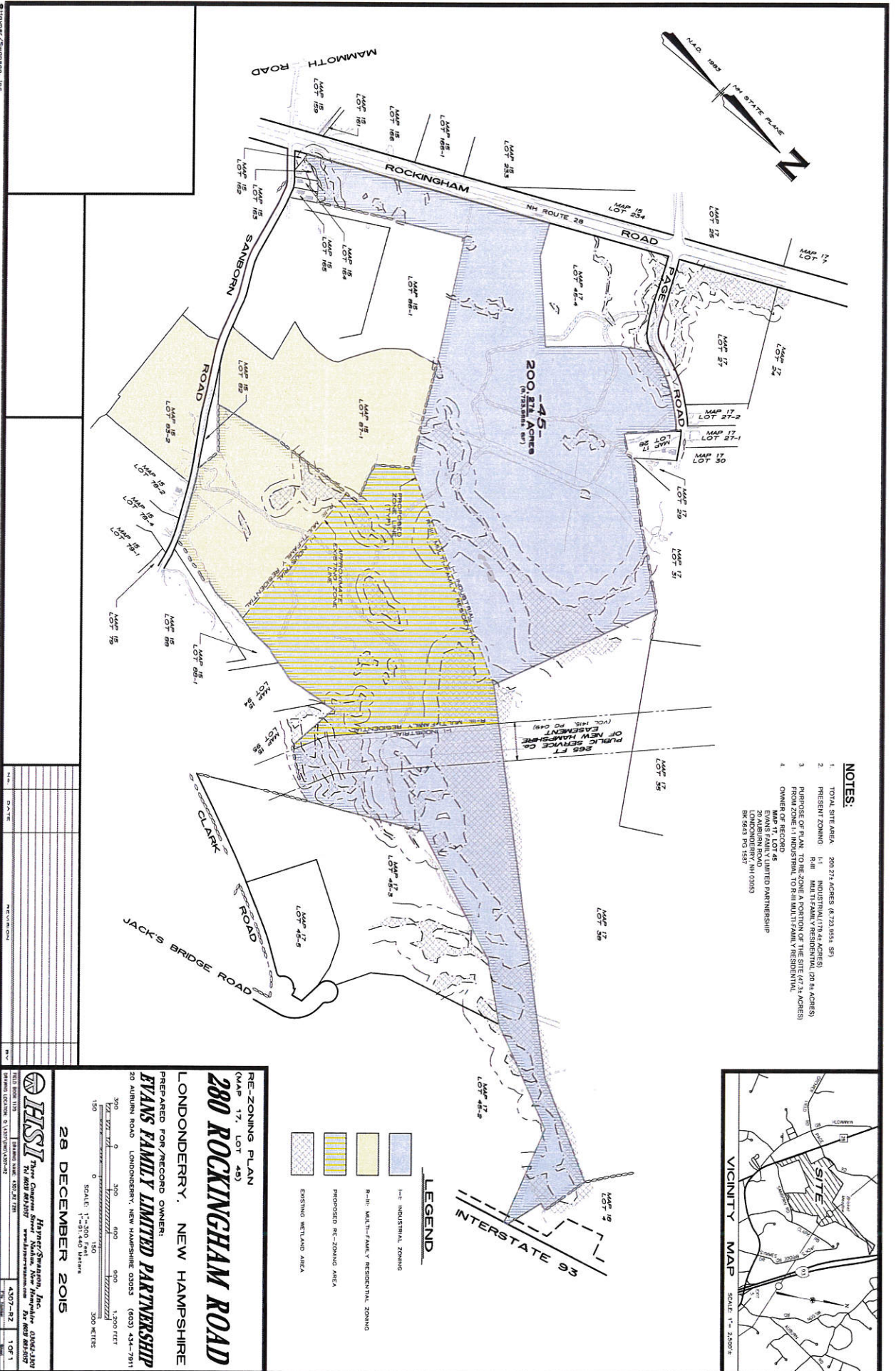
Planning Department Comments (to be filled in by Town Staff):

ABUTTER LIST*Job No 4307-RZ**January 7, 2016*

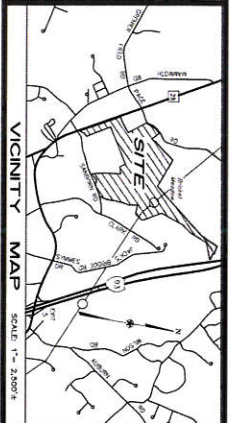
Map	Lot No.	Name & Address
OWNER(S):		
17	45, 45-3, & 45-4	Evans Family Limited Partnership 20 Auburn Road Londonderry, NH 03053
ABUTTERS:		
15	78-2	Russell Pickering 36 Sanborn Road Londonderry, NH 03053-2317
15	78-4	Kathleen Pickering 36 Sanborn Road Londonderry, NH 03053-2317
15	79	Kelly & Loren Brunet 47 Sanborn Road Londonderry, NH 03053
15	79-1	Brian Bubelnyk 29 Clark Road Londonderry, NH 03053
15	82	Ledoux Family 2014 Trust Robert W. & Jane M. Ledoux, Trustees 840 Miramar Terrace Belmont, CA 94002
15	83-2	Town of Londonderry 268B Mammoth Road Londonderry, NH 03053
15	86, 86-1	Londonderry School District School Administration #12 268B Mammoth Road Londonderry, NH 03053
15	87-1	Pristine Properties Londonderry, LLC 289 Pine Street Manchester, NH 03103
15	88	Loren & Kelly Brunet 47 Sanborn Road Londonderry, NH 03053

15	88-1	Christopher Evans 51 Sanborn Road Londonderry, NH 03053-2318
15	94	Kevin J. Hill 41 Clark Road Londonderry, NH 03053
15	95	Paul Ranberg 43 Clark Road Londonderry, NH 03053
15	153C	Willow Springs Condo Association c/o Prose Management 76 Pine Street Ext. Nashua, NH 03060
15	159	DeCarolis Realty Trust c/o Mario G. DeCarolis, Trustee 3 Sanborn Road Londonderry, NH 03053-2119
15	161	City of Manchester One Airport Road, Suite 300 Manchester, NH 03103
15	162	New Hampshire Dept. of Transportation PO Box 483 Concord, NH 03301-0483
15	163	Thomas & Traci Biron 9 Sanborn Road Londonderry, NH 03053
15	164	James F. Conner 11 Sanborn Road Londonderry, NH 03053
15	165	Louise L. LaCourse 13 Sanborn Road Londonderry, NH 03053
15	166	Bailey-Franklin Realty Co., LLC c/o Amy D'Alessandro 21 Senaca Road Woburn, MA 01801
15	166-1	Sandra Pagano P.O. Box 609 Shirley, NY 11967

15	233	William O. Merrill Revocable Trust c/o Kenneth R. Merrill & Successors, Trustees 569 Mammoth Road Londonderry, NH 03053
15	234	Evans Family Limited Partnership 20 Auburn Road Londonderry, NH 03053
17	27	Evans Family Limited Partnership 20 Auburn Road Londonderry, NH 03053
17	27-1 & 28	Myrna Gregorio 19 Kelley Road Londonderry, NH 03053
17	27-2	Twenty Three Page Road Realty, LLC 23 Page Road Londonderry, NH 03053-2116
17	29	William J. & June L. Puglisi 41 Page Road Londonderry, NH 03053
17	30	William T. & Gladys A. White Living Tr. William T. & Gladys A. White, Trustees 29 Page Road Londonderry, NH 03053
17	31	Richard & Marjorie L. Glispin 34 Page Road Londonderry, NH 03053
17	35	Tammi M. Verani Rev. Trust, Tammi M. Verani, Trustee Giovanni M. Verani Rev. Trust, Giovanni M. Verani, Trustee 73 Page Road Londonderry, NH 03053
17	38	Jon D. Weigler & Margherita Verani 74 Page Road Londonderry, NH 03053
18	4	Earl G. Gazoulis 2081 Bodwell Road Manchester, NH 03103 Earle D. Blatchford Hayner/Swanson, Inc. 3 Congress Street Nashua, NH 03062-3301



- NOTES:**
- TOTAL SITE AREA: 200.871 ACRES (6,723,855 SQ FT)
 - PRESENT ZONING: I-1 INDUSTRIAL (71.64 ACRES)
 - PURPOSE OF PLAN: TO RE-ZONE 280 ROCKINGHAM ROAD (28.4 ACRES) FROM ZONE I-1 INDUSTRIAL TO R-1 MULTI-FAMILY RESIDENTIAL
 - OWNER OF RECORD: MAP 17 LOT 45 EVANS FAMILY LIMITED PARTNERSHIP 20 AUBURN ROAD LONDONDERY, NH 03053 BR 5023 103 1531



LEGEND

- I-1 INDUSTRIAL ZONING
- R-1 MULTI-FAMILY RESIDENTIAL ZONING
- PROPOSED RE-ZONING AREA
- EXISTING WETLAND AREA

RE-ZONING PLAN
 (MAP 17, LOT 45)
280 ROCKINGHAM ROAD
 LONDONDERY, NEW HAMPSHIRE
 PREPARED FOR/RECORD OWNER:
EVANS FAMILY LIMITED PARTNERSHIP
 20 AUBURN ROAD LONDONDERY, NEW HAMPSHIRE 03053 (603) 434-7911

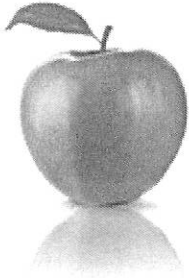
HSI *Hyatt/Sherman, Inc.*
 200 State Street, Suite 200
 Portsmouth, NH 03801
 (603) 231-1781
 www.hyattsherman.com

DATE: 12/21/16
 SHEET: 4307-R2 1 OF 1

28 DECEMBER 2016

SCALE: 1"=300 FEET
 0 300 600 900 1200 FEET
 0 300 600 900 FEET

HYATT/SHERMAN, INC.



Town of Londonderry

Planning & Economic Development Department
268B Mammoth Road
Londonderry, New Hampshire 03053
Phone (603) 432-1100 x134
www.londonderrynh.org



NOTICE OF DECISION

The Londonderry Planning Board held a meeting on February 3, 2016 to consider the following:

Public Hearing to consider a request to rezone a portion of Tax Map 17 Lot 45 near Sanborn Road from Industrial I (Ind-I) to Multi-Family Residential (R-III) at 280 Rockingham Road, Evans Family Limited Partnership (Owner and Applicant).

The Planning Board took the following action:

The Board passed a motion to recommend to the Town Council to approve the rezoning of a portion of Map 17 Lot 45, currently zoned Ind-I (Industrial I) to the R-III (Residential - III) zoning classification, which is consistent with zoning on the same lot and in the immediate area and adjacent to the parcel.

Vote on the motion: 7-0-0.

This notice is given pursuant to RSA 676:3.

Londonderry Planning Board

To: Town Council
From: John Vogl, GIS Manager/Comprehensive Planner
CC:
Date: August 15, 2016
Re: Fiscal Impact Review of Proposed Rezoning, Map 17 lot 45

Introduction

Map 17 lot 45, owned by Charles Evans, is presently a split zoned parcel of 200 total acres, with the largest area being zoned Industrial I (180 acres), with frontage on Rockingham Road and Page Road, and a smaller area zoned R-III (20 acres), with frontage on Sanborn Road. The Planning Department received an application to rezone a portion of this lot from I-I to R-III, as depicted in Figure 1 "Rezoning Plan". The area to be rezoned, herein "study area," includes roughly 47.3 acres. The stated rationale is that the natural land characteristics tend to direct access and the provision of utilities to this proposed rezoning area through the existing R-III section along Sanborn Road. For that reason, the rezoning area has more in common with the R-III section, and would most likely be developed in that fashion.

The Planning Board reviewed this project in public hearing and rendered a recommendation to the Town Council to adopt the zoning change. At the Town Council public hearing on March 7, 2016, the Council tabled the discussion pending a review of possible development scenarios and their impact on town services. This memo presents a cursory fiscal impact review based on assumed land potential and findings from submitted fiscal impact analyses from similar projects. The analyses reviewed included:

- Fiscal Impact Analysis: Wallace Farms. Prepared by Fougere Planning and Development, March 3, 2014;
- Fiscal Impact Analysis: The Residences at MacGregor Cut. Prepared by Fougere Planning and Development, Inc., November 16, 2015;
- Fiscal Impact Analysis: The Grand Estate at Londonderry. Prepared by Fougere Planning and Development, Inc., September 10, 2014;
- Fiscal Impact Analysis: School House Square. Prepared by Fougere Planning and Development, Inc., September 3, 2014;
- Fiscal Impact Analysis: Manufacturing Facility, Londonderry, NH. Prepared by Fougere Planning and Development, Inc., September 23, 2015; and
- Fiscal Impact Analysis: MiltonCat, Londonderry NH. Prepared by Fougere Planning and Development, Inc. July 24, 2016.

These reports detailed fiscal impact projections for multi-family (workforce), multi-family (elderly) and industrial sites, consistent with the types of uses permitted in either I-I or R-III zoning districts. The impact multipliers used for these studies are widely consistent across each project and are applied herein. For all analyses, the assumption is made that sewer will be extended, and made available to the site.

Land Potential

A review of the land potential of the study area provided by the Applicant's engineer identifies that of the total 47.3 acres, the net buildable area permitted by zoning (excluding wetlands and steep slopes) is 35.3 acres. It is key to note that development in this area is largely predicated upon buildout and the creation of access from the existing R-III zoned area immediately to the south, with access along Sanborn Road.

Current (I-I) Zoning

Presently zoned Industrial I, the permitted uses may include such uses as assembly, excavation, manufacturing, repair services, offices, services, storage, truck terminals and warehousing. In the I-I district, there is no maximum building size. A review of similar sized, built out parcels in Londonderry suggests that the property could support up to 150,000 square feet of new industrial space in one or more buildings. No residential structures are permitted in this district.

Zoning	Use	Maximum Build
I-I	Warehouse	150,000 ft ²

Rezoning (R-III) Scenario

A rezoning to R-III would permit new residential uses that include single family units, multi-family (market rate) units, multi-family (workforce) units, elderly units or nursing homes. For this analysis, the property lends itself best to development in the form of either multi-family (market rate), multi-family (workforce) or elderly housing. The permitted density for multi-family market rate is 176 units. A literal interpretation of the zoning ordinance for multi-family workforce housing permits up to 470 units; however, this high end is limited by maximum building sizes, cul de sac lengths and areas for parking. A practical maximum of 240 units was estimated based on similar projects. Similarly, a literal interpretation of the elderly housing ordinance permits up to 280 units; however, this high end faces the same limitations, and thus a more practical maximum of 240 units has been utilized.

Zoning	Use	Maximum Build
R-III	Multi-Family (Market Rate)	176 units
R-III	Multi-Family (Workforce)	240 units
R-III	Elderly	240 units

Impact Assessment – Town Revenue

For this limited analysis, Town revenue is estimated solely on property tax payments. For the industrial site, the assessment is based on similar sized facilities in Londonderry, and for the residential properties, estimates are based on a per-unit

Given assessments presented in the reference studies, the revenue potential from development ranges from approximately \$240,000 in the industrial scenario to approximately \$510,000 annually in the elderly housing scenario.

Zoning	Use	Est. Assessed Value	Est. Total Taxes Collected	Est. Total School Taxes Collected	Est. Total Town Taxes Collected
I-I	Warehouse	\$12,000,000	\$242,280	\$180,000	\$62,280
R-III	Multi-Family (Market Rate)	\$18,656,000	\$376,665	\$279,840	\$96,825
R-III	Multi-Family (Workforce)	\$22,260,000	\$449,429	\$333,900	\$115,529
R-III	Elderly	\$25,440,000	\$513,634	\$381,600	\$132,034

Impact Assessment – Town Services

The Town services examined for this limited assessment include police, fire and ambulance. Multipliers to estimate service volume were derived from the reference studies. These services represent the highest and most visible, but certainly not the only, fiscal impacts the Town will observe.

As to a service cost for the industrial use, the reference studies noted minimal impacts to operations and no fiscal impact given low anticipated call volumes.

For the residential projects, the reference materials identified the need for additional personnel to meet a growing demand for service calls. For this analysis, the fiscal impact was determined based on a projected per capita cost value of emergency calls, as presented in the Grand Estate Fiscal Impact Analysis, in this case, for fire: \$1,950/call, for police: \$321/call and for ambulance, \$1,663/call (excluding anticipated ambulance revenue). Estimated reported call volume is based on the reference studies for similar project types and is derived from the estimated number of new units. The studies note that call estimates from elderly developments are derived from limited sampling, and that the Fire Chief has previously expressed concerns about the estimates being low.

Zoning	Use		Est. Fire Impacts	Est. Police Impacts	Est. Ambulance Impacts	Est. Total Impact
I-I	Warehouse	Calls Dollars	2 No Impact	2 No Impact	2 Minimal	No Impact
R-III	Multi-Family (Market Rate)	Calls Dollars	8 \$15,600	63 \$20,223	9 \$14,967	\$50,790
R-III	Multi-Family (Workforce)	Calls Dollars	12 \$23,800	86 \$27,606	12 \$19,956	\$71,362
R-III	Elderly	Calls Dollars	5 \$9,750	29 \$9,309	43 \$71,509	\$90,568

Regarding police services, the Department reports that although they are able to absorb the projected demands, existing patrol staffing levels are low and that the additional call volume will require prioritizing officers' time to meet the growing demands. Regarding fire services, the Department notes that this rezoning lies in the North Fire district of Town that has seen additional rapid growth. The Chief states that the Department is already at a critical threshold where multiple calls come in at once, and there is difficulty responding to calls with existing apparatus and staffing, resulting in a high dependence on mutual aid. The projected level of development resulting from the rezoning – coupled with other

projects in the district - will contribute to a need to increase the current staffing level of 10 firefighters per shift to 12 to 14 firefighters per shift.

Impact Assessment – School Services

A detailed review of school facility impacts was conducted by Superintendent Nate Greenberg on behalf of the Londonderry School Board. The report is attached. The Board finds that the rezoning would lead to between 37 and 51 elementary/middle school students and 15 and 27 high school students. The elementary students would be in the North School district, which has a current (8/2/16) enrollment that is near the functional educational capacity. The additional students generated by this rezoning would effectively cause an exceedance in the functional educational capacity and stimulate a process of contemplating redistricting.

The Board calculated fiscal impacts that include expenses for teacher hiring, SPED teacher/services, PE/Art/Music, and busing costs.

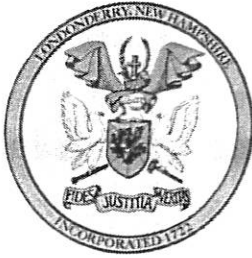
Zoning	Use		Est. Elem and Middle School Impacts	Est. High School Impacts	Est. Total Impacts
I-I	Warehouse	Students	0		0
		Dollars	0		0
R-III	Multi-Family (Market Rate)	Students	37	15	52
		Dollars			\$299,306 to \$382,106
R-III	Multi-Family (Workforce)	Students	51	21	72
		Dollars			\$475,706 to \$572,906
R-III	Elderly	Students	0		0
		Dollars	0		0

Conclusions

The fiscal impact of each scenario is expressed in the table below, as a function of total revenue minus anticipated costs. It is especially important to note that this analysis represents a limited set of town services, and does not consider impacts to other items such as recreational facilities, streets/infrastructure, library and senior center, to name a few. Certainly these services are not immune to pressures from growing population, and would be impacted by increasing demands for service. On the revenue side, it also does not include other potential revenue from the development, such as car registrations or building fees. Of note also is that the R-III scenarios may also be considered the most elastic given unknowns such as the exact housing counts and type/value of units that may actually be constructed. These factors, as they may or may not vary from averages, play a role in understanding the true and ultimately realized cost. As such, the best use of this report is to determine a scale of magnitude of impact.

In sum, of the scenarios considered, only the existing condition scenario, with I-1 zoning or the R-III scenario with buildout as an Elderly project are identified as “tax positive”, that is, generating anticipated revenues in excess of anticipated costs. The project considered the most tax positive is the R-III, Elderly scenario, with the highest revenue and low school costs. The second most tax positive scenario is the existing condition, I-1 scenario. The Multi-Family (market rate) scenario is slightly tax positive, provided the conservative school costs manifest. Both the Multi-Family (Market Rate) and Multi-Family (Workforce) scenarios yield financial impacts greater than anticipated revenues by between \$56,231 and \$194,839, with the greatest impact absorbed by the School costs and are deemed “tax negative”.

Zoning	Use	Est. Police/Fire/Ambulance Cost	Est. School Cost	Total Cost	Est. Revenue	Fiscal Impact (Revenue minus Cost)
I-1	Warehouse	-	-	-	\$242,280	\$242,280
R-III	Multi-Family (Market Rate)	\$50,790	\$299,306 to \$382,106	\$350,096 to \$432,896	\$376,665	\$26,569 to -\$56,231
R-III	Multi-Family (Workforce)	\$71,362	\$475,706 to \$572,906	\$547,068 to \$644,268	\$449,429	-\$97,639 to -\$194,839
R-III	Elderly	\$90,568		\$90,568	\$513,634	\$423,066



**Londonderry School District
Superintendent of Schools
"Giving Wings to Children's Dreams"**

Memo

To: Londonderry Town Council
From: Nate Greenberg on Behalf of the Londonderry School Board
Date: August 3, 2016
Re: Opposition to Proposed Zoning Change from Industrial II to RIII (Map 17, Lot 45)
Cc: Londonderry School Board
Londonderry Planning Board

As indicated in a document dated 7/11/16, the zoning change to RIII as identified in the impact analysis in the said report has the potential of generating a significant number of students in the North Elementary School enrollment area if:

- | | | |
|---|------------------------|----------------|
| 1. Multi-Family (Market Rate) is constructed: | 37 Elem/Middle Schools | 15 High School |
| OR | | |
| 2. Multi-Family (Workforce Housing) | 51 Elem/Middle Schools | 27 High School |

Either of the above two options will have a significant negative impact to North School.

I. Facility Impact/Functional Educational Capacity

North School:	Functional Educational Capacity	477
	Enrolment (8/2/16)	459
	Difference	18 students

Based on current enrollment patterns, 65% of new enrollments are at the elementary level and 29% are at the first grade level. Thus, this single development would with Market Rate/Multi-Family generate 24 new students and the Workforce proposal would generate 33 new students. The Market Rate proposed would exceed functional educational capacity by 6 students and workforce by 15 students. These numbers combined with the previously approved projects of Mill Pond, Lorden Commons, and Wallace Farms are estimated to generate a total of 65 additional students at the elementary level over the next 3 years thus exceeding functional capacity at North by 71 and 81 respectively. Thus, from a functional educational capacity view alone, the School Board opposes the zoning change.

II. Financial Impact

In addressing solely the two proposed options vis-à-vis present classroom enrollments and student distribution, the Market Rate option would generate 24 North School students, 13 Middle School students and 15 High School students.

Based on current class sizes, the above numbers would generate the following:

Minimum of 2 classroom teachers at North School, possibly 3	\$144,000 to \$216,000
1 Middle School/High School teacher	72,000 72,000
.25% SPED teacher/services *	14,400 14,400
.25% to .40% PE/Art/Music	18,000 to 28,800
1 Bus	<u>50,906 50,906</u>
Financial Impact Market Rate	\$299,306 to \$382,106

*approximately 18-20% of students receive SPED services

Workforce Housing Option:

This option would generate at total of 72 students, generating 33 North School students, 18 Middle School students and 21 High School students.

Based on current class sizes and student distribution, the above numbers would generate the following:

Minimum of 3 classroom teachers; possibly 4	\$216,000 to \$288,000
1 Middle School teacher	72,000 72,000
1 High School teacher	72,000 72,000
.5 to .75 SPED *	36,000 to 54,000
.40% to .50%PE/Art/Music	28,800 to 36,000
1 Bus	<u>50,906 50,906</u>
Financial Impact Workforce Housing	\$475,706 to \$572,906

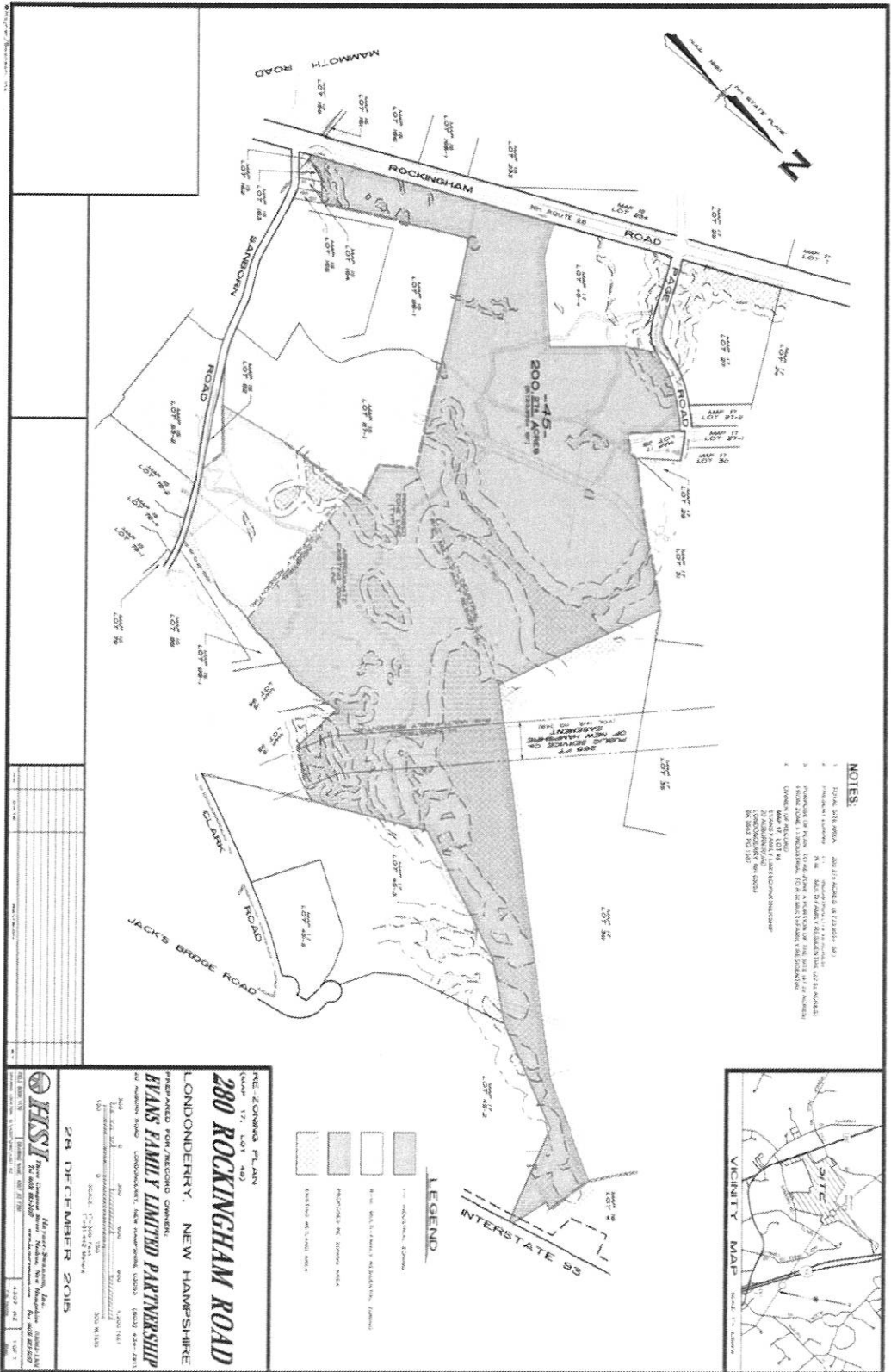
*approximately 18-20% of students receive SPED services

Please note that with the impact identified above and what would be required for classroom space, the proposed development would engender a student number in excess of current functional educational capacity at North School and stimulate a process of contemplating redistricting.

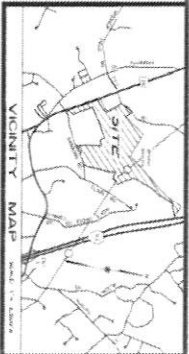
As a side note, total functional education capacity using existing Londonderry guidelines for the three elementary schools is 1,518; Moose Hill has a functional educational capacity of 368.

Enrollment at the three elementary schools as of 7/26/16 was 1,419 thus netting available capacity of 159 students.

If we add in the potential number of new students from new construction alone (as per John Vogel's calculations for the next three years), the new construction would generate approximately 137 students at the elementary level pushing enrollment to 1,556 with functional educational capacity of 1,518 netting a difference of 38 students, not counting new students from turnover of existing homes or either the 24 and/or 33 students generated from the proposed zoning change. It is also important to note that new student distribution in the first two years is significantly skewed in the North School enrollment area and then begins to flip towards Matthew Thornton in year three. This uneven distribution would/could lead to significant redistricting within the next several years and with Woodmont on the horizon, the construction of a new elementary school will be a necessity, even with the ability to add two classrooms at South School.



- NOTES:**
1. TOTAL SITE AREA: 200 ± ACRE (SEE PLAN)
 2. PRELIMINARY PLAN
 3. PRELIMINARY PLAN: 10% OF THE TOTAL SITE AREA
 4. PRELIMINARY PLAN: 10% OF THE TOTAL SITE AREA
 5. PRELIMINARY PLAN: 10% OF THE TOTAL SITE AREA
 6. PRELIMINARY PLAN: 10% OF THE TOTAL SITE AREA
 7. PRELIMINARY PLAN: 10% OF THE TOTAL SITE AREA
 8. PRELIMINARY PLAN: 10% OF THE TOTAL SITE AREA
 9. PRELIMINARY PLAN: 10% OF THE TOTAL SITE AREA
 10. PRELIMINARY PLAN: 10% OF THE TOTAL SITE AREA



- LEGEND**
- 1. PROPOSED DEVELOPMENT
 - 2. EXISTING DEVELOPMENT
 - 3. EXISTING ROAD
 - 4. EXISTING UTILITIES
 - 5. EXISTING UTILITIES
 - 6. EXISTING UTILITIES
 - 7. EXISTING UTILITIES
 - 8. EXISTING UTILITIES
 - 9. EXISTING UTILITIES
 - 10. EXISTING UTILITIES

280 ROCKINGHAM ROAD
 LONDONDERRY, NEW HAMPSHIRE
 PREPARED FOR: JEROME OWEN
EVANS FAMILY LIMITED PARTNERSHIP
 200 Rockingham Road, Londonderry, New Hampshire 03053
 TEL: 603.433.1111 FAX: 603.433.1112
 28 DECEMBER 2019
HSI *Herzog & Partner, Inc.*
 100 North Main Street, Suite 200, Manchester, NH 03101
 TEL: 603.755.1111 FAX: 603.755.1112
 www.herzog.com

ORDER #2016-28

An Order Relative to

EXPENDITURE OF

MAINTENANCE TRUST FUNDS FOR VARIOUS PROJECTS

Reading: 08/15/2016

Adopted: 08/15/2016

WHEREAS voters since 2003 have approved funding for the maintenance and repair of public buildings and grounds in the town; and

WHEREAS by the Town Council of the Town of Londonderry that the Town Treasurer is hereby ordered to expend \$10,107.62 from the Expendable Maintenance Trust Fund for the aforementioned repairs and improvements.

NOW THEREFORE BE IT ORDERED by the Town Council of the Town of Londonderry that the Town Treasurer is hereby ordered to expend \$10,107.62 from the Expendable Maintenance Trust Fund for the aforementioned repairs and improvements.

John Farrell, Chairman
Town Council

Sharon Farrell
Town Clerk

A TRUE COPY ATTEST:
08/15/2016

**Expendable Maintenance Trust TC Order Request
for Town Council Meeting "8/15/16"**

Description	Vendor	Amount
<u>Landscaping Improvements - Town Hall</u> Replace the weeds around the electrical equipment/HVAC equipment at Town Hall with mulch, along with clean up the weeds around the dumpster, and supply LPD with 3/4" stone for their drip edge area. This EMTF request is for the labor/materials for these various landscaping updates.	Green Magic - Invoice # 2107	\$ 3,500.00
		\$ 3,500.00
<u>King Fisher Radio Box - South Fire Station</u> The King Fisher Radio box appears to have been hit by lightning a few weeks back and has damaged the transmitter. This radio box transmits a signal back to Central Fire informing the dispatcher of the emergency (Fire, Police, EMS, CO) being detected. This EMTF request is for the material and labor to replace the defective King Fisher Radio box. FYI, we will be submitting an insurance claim for their review.	Active Fire Alarm - Quote #2934	\$ 5,300.62
		\$ 5,300.62
<u>HVAC PM - Town Hall</u> Spring/summer major PM on the 14 HVAC units at Town Hall. This EMTF request is for the labor and materials to PM the air handlers and exterior condensing units.	Sam Mechanical - Invoice # 2016854	\$ 1,307.00
		\$ 1,307.00
Total Town Council EMTF Order		\$ 10,107.62

RESOLUTION #2016-18

A Resolution Relative to the
Award of a Contract for Sewer Infrastructure

WHEREAS the Town has planned for the construction of the Webb Drive Pump Station; and,

WHEREAS Funds are available in the Sewer Division Special Revenue Fund to complete this work;

NOW THEREFORE BE IT RESOLVED by the Londonderry Town Council that the Town Manager is hereby authorized to execute a contract to complete this work with Infrastructure Construction Corp., the lowest responsible bidder, in the amount of \$476,700.00

John Farrell - Chairman
Town Council

(TOWN SEAL)

Sharon Farrell - Town Clerk

A TRUE COPY ATTEST:
08/15/16



Memorandum

*Back up for
Resolution*

To: Kevin Smith, Town Manager
From: Janusz Czyzowski, P.E., Director of Public Works and Engineering *jc*
Date: July 22, 2016
Re: Webb Drive Pump Station Construction

The Department of Public Works and Engineering, and our Consultant, Wright Pierce reviewed a total of 7 bid proposals received on July 14, 2016 for the "Construction of the Webb Drive Pump Station". The lowest three submitted bids were evaluated and found to be in accordance with the bid requirements. The attached table is the tabulation of the received bids. Infrastructure Construction Corp. was determined to be the low responsive and responsible bidder.

I recommend that the contract for the construction of the Webb Drive Pump Station be awarded to Infrastructure Construction Corp.

*Public Works & Engineering Department
Town of Londonderry
268 B Mammoth Road
Londonderry, NH 03053
603-432-1100 ext. 193 Fax: 603-432-1128*

ORDER 2016-29

An Order Relative to
***THE EXPENDITURE OF CAPITAL RESERVE FUNDS FOR
HIGHWAY TRUCKS AND EQUIPMENT***

WHEREAS voters have created Capital Reserve Funds to systematically plan for the replacement of its Fire and Highway vehicles and equipment; and

WHEREAS the Town needs to purchase crack seal equipment as contemplated in the Highway Department's schedule; and,

WHEREAS it has been determined that sufficient funds have been appropriated by the voters to the Reserve Funds; and

WHEREAS the cost to purchase this crack seal equipment totals \$58,470.50

IT IS THEREFORE ORDERED by the Londonderry Town Council that the Town Treasurer is hereby directed and authorized to expend, and the Town Manager is authorized to execute all documents necessary to complete the following transactions:

Gem Seal 3700 Arco Corporate Drive #425 Charlotte, NC 28273	Crack seal equipment	\$58,470.50
---	----------------------	-------------

John Farrell - Chairman
Town Council

(TOWN SEAL)

Sharon Farrell - Town Clerk

A TRUE COPY ATTEST:
08/15/16



**TOWN OF LONDONDERRY
PUBLIC WORKS DEPARTMENT
268 B MAMMOTH ROAD
LONDONDERRY, NEW HAMPSHIRE 03053
TEL (603)432-1100 EXT 193 FAX (603)432-1128**

TO: Kevin Smith, Town Manager
FROM: Janusz Czyzowski, P.E. Director of Public Works and Engineering
DATE: June 7, 2016
RE: Bid Proposal – "2016 Crack Seal Unit"

Approved:
J.H.A.

I have reviewed the bid proposal received on May 24, 2016, "2016 Crack Seal Unit". The attached table is the tabulation of the recorded bid; Gem Seal was the only bidder.

I recommend that the contract be awarded to Gem Seal who met all of the specifications requested in the Bid Proposal.

<u>COMPANY NAME</u>	<u>Equipment – Cimline Magma 150</u>	<u>PRICE</u>
Gem Seal	Total Cost for Basic Spec Machine	40,868.00
3700 Arco Corporate Drive #425	Total Cost for Machine with upgraded Air Compressor	52,602.00
Charlotte, NC 28273	Total Cost for Machine with Integrated Heat Lance Upgrade	56,627.50
Contact: Job Davis	Engine Enclosure	1,843.00
508-791-6366		

> 58,470.50

CRACK SEAL UNIT - CHECK LIST TABULATION

May 24, 2016

<u>CIMLINE CO</u>	<u>GEM SEAL PAVEMENT PROD</u>	<u>J.C. MADIGAN INC</u>
No Bid Provided	\$40,868.00	No Bid Provided
	\$52,602.00	
	\$56,627.50	
	\$1,843.00	

COMPANY NAME

12.0 Cost to the Town of Londonderry
1. Total Cost for Basic Spec Machine
2. Total Cost for Machine with upgraded Integrated Air Compressor
3. Total Cost for Machine with Integrated Heat Lance Upgrade
4. Added Engine Enclosure

TOWN OF LONDONDERRY



Personnel and Compensation Policy for Non-Represented Employees

*Revised: August 1, 2016
November 1, 2004
July 31, 2000*

Adopted: January 12, 1998

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ARTICLE 1: PURPOSE

1. The Town of Londonderry hereby establishes the following Personnel and Compensation Policy for non-represented employees as adopted by the Town Manager and approved by the Town Council.
2. The Policy is intended to assure uniformity of treatment for every non-represented Town employee, regardless of the department to which assigned.
3. The Policy is effective upon approval of Town Council and supersedes all prior policies and practices pre-dating this document.
4. Employees covered by this Policy shall receive a copy of the Policy and shall receive amendments as changes(s) occur with direction as to the impact of such change(s).
5. It is the responsibility of each employee to acquaint himself/herself thoroughly with the provisions of this Policy and any subsequent published revisions. If an employee is uncertain regarding any provision(s) or terminology included in the policy, he/she is responsible to consult with his/her supervisor for clarification.
6. It is the Town's policy to extend to its non-represented employees wages, benefits, and work conditions at least equal to those engaged by represented employees.

ARTICLE 2: ADMINISTRATION OF POLICY

1. It shall be the responsibility of the Town Council to approve additional sections or amendments that comprise the Policy.
2. The Town Manager shall be responsible for the development and overall administration of the Policy.
3. Department Heads shall be generally responsible for adherence to this Policy within their departments.
 - a. Department Heads may adopt departmental policies consistent with this policy.
 - b. Departmental policies shall be as established by the Department Head.
 - c. This does not remove the Town Manager from overall responsibility for and review of the administration of the Town.
 - d. Affected employees shall receive copies of new, or amended, departmental policies.

ARTICLE 3: SCOPE

1. All probationary employees, full-time and part-time employees not in a bargaining unit shall be covered by the contents of this Policy. Unless specifically noted, the term "employee(s)" will be utilized when referring employee group listed above.
2. The contents of this Policy shall not apply in those areas that are found to conflict with Federal or State statute(s).

3. This Policy supersedes all previous plans and invalidates all inconsistent provisions of previous Town Council's directives, personnel policies or other personnel documents.

ARTICLE 4: DEFINITIONS

ANNIVERSARY DATE: An employee's anniversary date is defined as the date when the employee entered the full-time service of the Town as provided on the Town's personnel record.

DEPARTMENT: A functional division of the Town.

EMPLOYEE: Hereinafter used, refers to Town employees not represented by a collective bargaining unit.

PROBATIONARY EMPLOYEE: A newly hired employee working during an identified period whose ability to perform the responsibilities of his/her newly appointed position.

PROBATIONARY PERIOD: A probation period shall be six (6) months from the date of appointment to a position, and may be extended for an additional six (6) months by the Town Manager.

FULL-TIME EMPLOYEES: Employees who have successfully completed a probationary period and are normally assigned work of at least forty (40) hours per week.

REGULAR PART-TIME EMPLOYEES: Employees who have successfully completed a probationary period and are normally assigned work of less than forty (40) hours per week. Regular part-time employees that are normally assigned twenty (20) hours or more work per week may receive fringe benefits prorated for their normal hours worked at the sole discretion of the Town Manager or as otherwise mandated by law. Regular part-time employees that are normally assigned less than twenty (20) hours per week shall not receive pro-rated fringe benefits, other than those mandated by law. Part-time employees that are not normally assigned a regular work week shall not receive fringe benefits, other than those mandated by law.

TEMPORARY EMPLOYEES: Employees that are filling positions designated by the Town as "Temporary" for a predetermined length of time. Temporary employees do not receive fringe benefits, other than those mandated by law.

SENIORITY: The length of full time service with the Town, beginning with the employee's anniversary date.

ARTICLE 5: NON DISCRIMINATION

The Town agrees not to discriminate against an employee of the unit because of race, creed, color, sex, age, national origin, religion, marital status, sexual orientation, or disability.

ARTICLE 6: APPOINTMENT AND PROBATION PERIOD

1. All appointments shall be made by the Town Manager pursuant to the Londonderry Town Charter, Article 4 – Section 4.6B and 4.7.

2. The purpose of the initial six (6) month probation period is to assess the employee's performance. The employee will be given a written evaluation mid-way through the probation period. At any time during the probation period, the employee may be dismissed by the Town Manager. Said dismissal process shall not be subject to the procedures outlined below in Article 24 and Article 25.
3. The Town Manager shall approve any extension of the probationary period in cases where the employee's performance falls below expectation. Extension will be established for a definitive time frame during which the employee will be re-evaluated on the basis of a written plan for achieving and maintaining a satisfactory performance.
4. Successful completion of the probation period will result in the appointment of employee to regular employment status.
5. The probation period may be waived in cases of movement within the Town's organization where an employee assumes duties and responsibilities that are substantially similar to a previously held Town position.
6. Employees promoted to a higher rank or position shall serve a promotional probationary period as defined in Article 4, Definitions. During an employee's promotional probationary period, the employee's performance shall be critiqued at least twice, bringing to the employee's attention positive performance as well as suggestions for improvement. A written summary of the critique shall be provided to the employee.

Upon successful completion of the promotional probationary period, the employee shall be unconditionally appointed to the promotional position. An employee who, during or at the conclusion of the promotional probationary period, whose performance and/or conduct is deemed unsatisfactory by the Town Manager, shall return to his/her previous position at the same rank, grade and rate of compensation prior to qualification for probationary promotional appointment. Nothing in this section shall be interpreted to limit the Town Manager from imposing other appropriate disciplinary action for unsatisfactory performance or conduct.

ARTICLE 7: LAYOFF / RECALL

When it is necessary to reduce the number of employees within a department, layoffs will be made within the overall affected department(s) on the basis of seniority; i.e., the last employee hired within the affected department(s) shall be the first laid-off.

Qualified and available full-time employees within eighteen (18) months from the date of lay-off shall be reinstated to the position from which laid off before new employees are hired or to another association position for which they are otherwise qualified as determined by the Town.

In the event an employee is recalled to full-time employment, seniority shall again begin to accumulate to the employee's seniority at the time of lay-off. Any benefits paid at the time of layoff shall not be paid again. The employee shall be placed at the same salary paid at the time of layoff.

Employees shall lose seniority and shall no longer be covered by the provisions of this Agreement for the following reasons: discharge, voluntary quit, resignation, or retirement.

ARTICLE 8: SCHEDULED WORK WEEK AND HOURS

The normal work schedule for employees shall be as follows:

Full-time employees will work Monday through Friday, normally 40 hours per week. Regular part-time employees will work their regularly scheduled normal workweek as determined by the Town.

Upon being required by their job functions to work in excess of their normal work week, exempt employees may take administrative time off equal to the excess times required by their job functions for appearances before the Town Council, Town Boards and Commissions, citizens' groups, and intergovernmental bodies; and for maintenance of essential services during emergencies. Employees required by their job functions to work in excess of their normal workweek shall not refuse to work such required time, except for good cause.

No employee shall have in excess of eighty hours (80) accumulated administrative time at any time. Employees may each year beginning July 1, 2004, exercise the option to cash out a maximum of sixty (60) hours per fiscal year during the first pay period in June, and any administrative time off remaining at the end of the fiscal year may not be carried over into the next year.

ARTICLE 9: WAGE/SALARY SCHEDULES

Starting salaries may vary according to the credit given by the Town for relevant training, education and experience in excess of the minimum normally required for employment in each class and rank as determined by the Town Manager.

It shall be the responsibility of the Town Manager to determine, on a regular basis, if the Wage/Salary Schedules are appropriate and make changes as warranted, as provided by Charter.

Effective July 1, 2017 and each subsequent year, all full-time and regular part-time employees shall receive a cost of living adjustment based upon the Boston Regional Office Consumer Price Index referred to as CPI-U as published by the U.S. Department of Labor, for the twelve (12) month average for the period ending December 31 of the preceding year, except that in no event shall such increase be greater than three (3) percent and if the adjustment would be negative, no such adjustment shall occur.

ARTICLE 10: PERFORMANCE PAY PLAN

Plan Administration:

- a Each employee shall be eligible for a merit increase of up to two and one-half percent (2.5%) based on annual evaluations based on the date of their appointment to their current grade within their existing job position by his/her immediate supervisor to determine merit eligibility.

Each employee shall provide the employee's immediate supervisor with a written self-assessment of the employee's own performance not less than sixty (60) days prior to the annual anniversary of the employee's date of appointment to her/his current grade within their existing job position. The immediate supervisor shall meet with the employee within thirty (30) of the supervisor's receipt of the self-evaluation for the sole purpose of reviewing the annual performance evaluation noted above and determine the amount of the merit increase. The focus of the annual self-evaluation shall be the employee's effective discharge of his/her duties.

- b Interim evaluations may be conducted at any time during the evaluation year as necessary due to the employee's supervisor deeming the employee's performance unsatisfactory. All such cases must be documented, including identification of the performance deficiency, a specific plan and timetable for achievement of a satisfactory evaluation.
- c Employees are encouraged to maintain records of performance incidents throughout the evaluation year for use in supporting the yearly evaluation and all discussions up to and including appeals.
- d Evaluations are to be as objective in nature as possible and may be appealed to the Town Manager, but are not subject to the grievance procedure.
- e Overall responsibility for administration of the program shall be vested with the Town Manager.

ARTICLE 11: PROMOTIONS

Positions for all promotional opportunities covered by this agreement shall be posted on departmental bulletin boards for a period of at least fourteen (14) calendar days. The Town may simultaneously advertise the position through outside media while posting it on departmental bulletin boards. The posting shall include the current position description, salary range, test procedure and including weight of part of the test (if any).

ARTICLE 12: HOLIDAYS

The following twelve (12) paid holidays shall be granted:

New Year's Day	Veteran's Day
President's Day	Thanksgiving Day
Martin Luther King Day or Floating Holiday	The Day After Thanksgiving
Memorial Day	1/2 day on December 24
Independence Day	Christmas Day
Labor Day	1/2 day on December 31
Columbus Day	

If an employee is required to work on a holiday, the employee shall be allowed to take a mutually agreed upon discretionary day off within three months of the holiday missed. The Town shall not deny mutual agreement with an individual's request to take discretionary time off, except for good cause.

ARTICLE 13: VACATIONS

Vacation eligibility shall begin to accrue from the date of hire for employees who shall be eligible for annual vacations based on the following schedule:

<i>Length of Continuous Service</i>	<i>Vacation Accrual Rate (Hours per Month)</i>	<i>Days Per Year</i>
Date of Hire to 12 months of service	6.66	10
13th month through 24th month	7.33	11
25th month through 36th month	8.00	12
37 th month through 48th month	8.66	13
49th month through 60th month	10.66	16
61st month through 72th month	11.33	17
73th month through 84th month	12.00	18
85th month through 96th month	12.66	19
97 th month through 108th month	13.33	20
109 th month through 120th month	14.00	21
121th month through separation	14.66	22

Starting vacation time may vary based on years of service credit given by the Town for relevant training, education and experience in excess of the minimum normally required for employment.

A newly hired employee will not be permitted to schedule vacation during the six (6) month Probationary Period and will not be eligible to any vacation accrual if employment is terminated during the Probationary Period.

With Department Head approval, an employee may take vacation accrued in advance of the schedule provided in Section 1. Employees may carry over accrued vacation as long as the total carry over and current year's eligibility does not exceed two (2) times the yearly total to which the employee is entitled.

When an employee terminates his/her employment with the Town for any reason other than cause, he/she shall be compensated for 100% of all accrued vacation, provided that the employee has given at least two (2) weeks advance notice of his/her intent to terminate employment with the Town. The Town Manager is authorized to waive or otherwise reduce the minimum advance notice requirement.

If an employee covered by this contract is eligible for fifteen (15) or more days of vacation during the current service year, such employee shall have the option of being paid for any unused vacation time up to five (5) days.

ARTICLE 14: SICKLEAVE

Sick Leave shall accrue at the rate of one and one-quarter (1.25) days per month. Sick Leave may accumulate to a maximum of one hundred and twenty-five (125) days.

The Town shall have the right at all times to investigate any sickness claimed by an employee. At the discretion of the Department Head or Town Manager, a doctor's certificate may be required for absence due to illness. When such certificate is required for three or more days of absence, it shall be at the expense of the employee. When a doctor's certificate is required for less than three days, it shall be at the expense of the Town.

Sick leave may be used for actual non-work related sickness or injury of the employee. Sick leave may be used for an instance of illness of a member of the employee's immediate family. For purposes of the Section, immediate family shall be: husband, wife, child or parent of either the employee or employee's spouse.

Employees that leave the employment of the Town for any reason, other than cause, shall be eligible for a maximum payment of their accumulated sick leave up to the following schedule:

1-5 years	10 days
6-10 years	27 days
11-15 years	45 days
16-25 years	60 days
over 25 years	90 days

An employee may not receive payment for more sick leave than she or he has accumulated at the time of termination.

In the event termination of employment shall be the result of an employee's death, his/her beneficiaries shall be entitled to receive compensation for the above stated accrued sick leave

Notification of absence shall be given as early as possible on the first day of absence.

Any non-work related accident or illness in excess of fourteen (14) consecutive calendar days shall be treated in accordance with Article 19 - Insurance, Short Term Disability; however, an employee may elect to use accrued sick time to offset the Town's insurance to maintain his/her full wages during the term of disability until all such accrued sick leave has been exhausted.

ARTICLE 15: PERSONAL LEAVE

Employees who have completed their probation may apply for and be granted unpaid leave of absence for personal reasons. Such leave shall be requested in writing through the appropriate channels to the Town Manager who shall make a final determination as to whether or not the leave will be granted. The decisions of the Town Manager shall not be subject to the grievance procedure set forth in Article 25 below.

Employees shall be granted two (2) paid personal days per fiscal year at their standard daily rate. Scheduling shall be with the employee's immediate supervisor and may be taken in one-half (1/2) day increments. There shall be no carry-over of personal days from one fiscal year to the next.

ARTICLE 16: BEREAVEMENT LEAVE

Bereavement leave of three (3) working days with pay between the date of death and the date of the funeral inclusive shall be granted an employee in the event of the death of his/her:

Spouse	Grandchild	Sister	Sister-in-Law
Father	Grandmother	Brother	Brother-in-Law
Mother	Grandfather	Child	Father-in-Law
Aunt	Live In Partner	Uncle	Mother-in-Law

Under extenuating circumstances, two (2) additional days may be granted under Paragraph 1 of this Article with written approval of the Town Manager.

Employees may be granted three (3) days paid leave in the event of a serious life-threatening illness of a member of that employee's immediate family; granting of any such leave shall be at the sole discretion of the Town Manager.

ARTICLE 17: MILITARY LEAVE

In situations where it is required that an employee fulfill a two-week annual military obligation, the Town agrees to pay the difference between the employee's regular salary and the base pay received from the military, based on satisfactory evidence of such service and pay provided to the employee's immediate supervisor.

ARTICLE 18: JURY DUTY

An employee who is called as a juror shall assign payment received by the employee ("sign over" the checks) for such service to the Town and will receive their regular rate of pay (budget wage less normal deductions, not including overtime) except that in no event shall an employee be expected to assign an amount in excess of his/her regular rate of pay.

Employees who are called to jury duty and are excused from jury duty for a day or any portion thereof during their normal work schedule shall be required to report to their regular work assignment as soon as is reasonably possible after being excused.

Satisfactory evidence of such service must be submitted to the employee's immediate supervisor.

ARTICLE 19: INSURANCE

The employee shall have the same health insurance coverage and options available to him/her as are available to the Town employees who are covered by the Town's collective bargaining agreement with the American Federation of State, County and Municipal Employees, Council 93 (LAEA – Unit B – Town Administrative Personnel).

Dental Insurance: The Town agrees to provide at no cost to employees dental insurance through Northeast Delta Dental, Option III, Coverage A - 100%, Coverage B - 80%, Coverage C - 50%, with \$25/\$75 deductible and \$1,000 maximum per year or equal coverage offered shall be single, two-person, or family membership.

Life Insurance: The Town shall provide, at no expense to employees, life insurance equal to one (1) year's base salary up to a maximum of \$100,000, with benefits for accidental death and dismemberment equal to one (1) year's base salary up to a maximum of \$100,000.

Short-Term Disability: The Town shall provide, at no expense to employees, short-term disability insurance covering non-work related accidents and illness to commence on the fifteenth (15) day of such illness or accident with a maximum benefit period of twenty-six (26) weeks at 66 2/3% of the employee's basic weekly earnings at the time the employee became eligible.

Long-Term Disability: The Town shall provide, at no expense to employees, long-term disability insurance covering non-work related accidents and illness to commence on the twenty

sixth (26) week of such illness or accident at 70% of the employee's basic weekly earnings at the time the employee became eligible.

Indemnification: The Town shall indemnify and save harmless any employee covered by this Agreement and acting within the scope of his/her employment and authority from personal financial loss and expense including reasonable legal fees and costs, if any, arising out of any claim, demand, suit or judgment by reasons of: (a) negligence of other act resulting in accidental injury to a person or accidental damage to or destruction of property, and (b) any act or omission constituting a violation of civil rights of any person under Federal Law if such act or omission was not committed with malice. The Town shall supply the employee with counsel or, if there is a legal conflict of interest as determined by the Town, pay his or her reasonable attorney's fees. The operation of this paragraph is contingent upon the employee's cooperation with the Town in the defense of any action brought against the employee and/or the Town.

Insurance Buy Out: There is a two tier buy out provision for health insurance:

Tier I shall consist of those employees currently exercising a buy-out plan. These employees shall be "Grandfathered." There shall be no change in their current buy out provision as long as they continue to exercise their rights to buy out. These employees shall be eligible to participate in the Town's Flexible Benefit Plan and be eligible to receive one-half (1/2) of the Town's cost of insurance for opting out of the insurance that includes provisions relative to Sections 1-6 above as well as Health Care and Dependent Care options. These

employees shall no longer be "Grandfathered" once they cease to exercise their rights under the Tier I buy out provision. Each Plan Year shall extend from July 1 through June 30 of each year for the life of the contract.

Tier II buy out provision for health insurance shall be for employee hired after November 1, 2004, and those employees not "Grandfathered." The Tier II buy out provision for health insurance shall be equal to fifty percent (50%) of the premium on the Blue Choice single person coverage.

Medi-Comp III: The Town shall provide at the employee's expense, Medi-Comp III coverage to employees who upon reaching age sixty-five (65) qualify for retirement under the rules and regulations of the New Hampshire Retirement System, retire from employment with the Town provided that such employees have worked for the Town for a minimum of ten (10) years.

The Town reserves the right to make changes in the insurance carriers, claims administrator organization, or method of providing Insurance-Supplementary Compensation at any time that financial or service considerations make such a change, in their opinion, advisable, providing such change shall not increase cost to the employee by means of deductibles, co-payments and that the overall benefits structure shall be comparable to the plan replaced, except as otherwise provided for in this Article.

ARTICLE 20: WORKERS' COMPENSATION

All employees of the Town who are injured or incur a job-related illness while in the performance of their duties shall receive their regular rate of pay (budget wage less normal deductions) while on injury/illness for a period of twelve (12) months from date of such injury or illness. All workers' compensation benefits received by an employee shall be assigned by the employee ("sign over" the checks) to the Town to receive said rate of pay.

If an employee is denied benefits, he/she must repay the Town for all compensation received by virtue of payments provided under Paragraph 1. Repayment will be accomplished by charging sick leave, and/or personal days and/or vacation time (in that order), both current and future, until the overpayment has been satisfied.

Employees who are covered by workers' compensation may utilize sick leave and/or personal days and/or vacation time (in that order) to make up the difference between the workers' compensation rate and their regular rate of pay after the twelve (12) month period in Paragraph 1 above is exhausted.

ARTICLE 21: CLOTHING/TRAVEL ALLOWANCE

Employees required to wear a uniform, including work boots, shall receive an annual uniform allowance of \$500 for the purpose of purchasing and maintaining required uniforms. Such allowances shall be payable only for approved items and must be supported by receipt of expenditure. The Town will reimburse employees at the federal government rate for vehicle usage when personal vehicles are utilized for Town business other than transportation to and from work.

ARTICLE 22: EDUCATIONAL INCENTIVE

Any employee who has a Masters or Doctorate degree shall receive an annual educational incentive of \$500 for a Masters degree or \$1,000 for a Doctorate degree provided such degrees are deemed to be directly function-related by the employee's Department Head. Such incentives are not cumulative and shall be payable in weekly installments throughout the year.

Employees shall receive tuition payments for courses passed in a job related degree program, certificate program or any other program approved by their department head. Tuition will be paid upon satisfactory evidence of course enrollment provided the employee sign a release for repayment of cost of the course should the employee for whatever reason fail to obtain a passing grade for the course.

ARTICLE 23: PROFESSIONAL CERTIFICATIONS

The Town will cover the costs of obtaining or maintaining certifications, licensing and professional association membership currently paid for so long as such memberships remain applicable and the costs of other certification, licensing and professional association membership as may become applicable in the future as required for their position and or authorized by the Town Manager.

ARTICLE 24: DISCIPLINE AND TERMINATION

An employee who is not a Department Head may be terminated/dismissed without cause or for just cause. Just cause shall include dishonesty, misfeasance, malfeasance, neglect of duty, negligence, insubordination, lack of cooperation, inefficiency, incapacity or unfitness to perform her/his duties, or behavior detrimental to the Town.

If an employee is terminated without cause, the employee shall be entitled to severance pay in the amount of eight (8) weeks' wages. If the employee is terminated for just cause, the employee shall not be entitled to any severance pay.

Department Heads may be suspended or dismissed only for just cause and only as provided in Article 4, Section 4.7 of the Londonderry Town Charter.

ARTICLE 25: GRIEVANCE PROCEDURE

Definitions:

- A grievance under this article is defined as an alleged wrong considered by an employee as grounds for a complaint.
- An employee who has a "complaint" may take up the complaint with his/her immediate supervisor verbally within five (5) working days of the incident or the date the employee could reasonably have first been made aware of the incident, before processing the complaint as a formal grievance. The immediate supervisor shall give his/her answer within five (5) working days. It is anticipated that nearly all complaints can be resolved informally without grievance.

Each grievance submitted by the employee must be in writing and must contain a statement of facts surrounding the grievance, and the provision(s) of this agreement allegedly violated; the relief requested, and the extent to which the grievant has sought an informal adjustment of the grievance.

Written grievances must be submitted to the Town Manager within ten (10) working days of the incident or the date the employee could reasonably first been made aware of the incident or, in the event a complaint has been filed within ten (10) working days of denial of the complaint by the immediate supervisor. The Town Manager will meet with the employee within ten (10) working days after receipt of the written grievance, and will give a written reply to the employee within five (5) working days thereafter. The Town Manager's decision shall be final.

ORDER 2016-30

An Order Relative to
***EXPENDITURE OF RECREATION IMPACT FEES
TO INSTALL LIGHTS AT WEST ROAD FIELD #1***

First Reading: 08/15/16

Adopted: 08/15/16

WHEREAS the Londonderry Youth Soccer Association (LYSA) and the Londonderry United Soccer Club (LUSC) have identified the need for additional field space; and

WHEREAS there is a balance of recreation impact fee monies that may be used to install lights at recreation ball fields; and

WHEREAS lighting the West Road Field #1 will benefit the youth playing in the LYSA and LUSC organizations;

NOW THEREFORE BE IT ORDERED by the Londonderry Town Council that the Town Treasurer is hereby directed and authorized to expend a sum not to exceed \$96,000.00 from the Recreation Impact Fee Account for purposes set forth herein, and the Town Manager is hereby authorized to execute all necessary documents to complete the project.

John Farrell - Chairman
Town Council

(TOWN SEAL)

Sherry Farrell – Town Clerk

***A TRUE COPY ATTEST:
08/15/2016***

LONDONDERRY TOWN COUNCIL MEETING MINUTES

1
2 **July 11, 2016**

3
4 The Town Council meeting was held in the Moose Hill Council Chambers, Town Hall, 268B Mammoth Road, Londonderry,
5 NH.

6
7 Present: Vice Chairman Tom Freda; Councilors Joe Green, Jim Butler and Tom Dolan; Town Manager Kevin Smith;
8 Executive Assistant Kirby Wade; Absent; Chairman John Farrell

9
10 **CALL TO ORDER**

11
12 Vice Chairman Freda opened the meeting with the Pledge of Allegiance. This was followed by a moment of silence for the
13 five Police Officers in Dallas, TX whose lives were lost last week and for all the men and women who serve us here and
14 abroad and all first responders here in Londonderry.

15
16 **PUBLIC COMMENT**

17
18 Vice Chairman Freda opened up the floor to public comment.

19
20 Chief Hart made a statement of behalf of the Londonderry Police Department. Chief Hart thanked the residents and all of the
21 people who have reached out to the Department and said thank you and come in to show their appreciation for what members
22 of the Police Department do day in and day out. Chief Hart stated that he has been touched with the outpour of support. Chief
23 Hart stated that some people had questions he would like to answer for them. Someone had asked if the Department does
24 anti-bias training. Chief Hart stated that yes the Londonderry Police Department does. Chief Hart stated that LPD is
25 extremely training focused and one of the issues that is most important is bias. Chief Hart stated that LDP has done an annual
26 self-audit. Chief Hart stated that this year the Police Department has well over one thousand arrests, yet only seventeen
27 instances an Officer used force to either protect himself, protect the person they were arresting or protect a third party. Chief
28 Hart stated that over the past few years, Londonderry Police Department has become one of the finest municipalities in the
29 state. Londonderry Police Department is asked to help train other Police Departments throughout the state. Chief Hart stated
30 that we have been here before. The notion of race and division, police and brutality. Chief Hart stated that for people his age,
31 it is not a new topic. Chief Hart stated that he believes most, if not the vast majority of Police are open, always, to how they
32 can do this difficult job. It requires every member of the department to wear a ballistic vest when they go to work so that
33 someone will not kill them. Chief Hart stated that for the Department to succeed, they must continue to build the trust that we
34 have here in Londonderry and to do it, members must be courageous, which requires openness to those who criticize loudest
35 and those who distrust the most. At the same time, Chief Hart stated that he asks that those who believe that they have been
36 targeted or hurt by Police to virtue of their race or age or heritage, Chief Hart stated that neither you paint the Police with the
37 broad brush of hatred for those uniforms that each member wears or for the service the Police gives to the public. Chief Hart
38 thanked the Council for letting him speak.

39
40 Fire Chief Darren O'Brien stated that the Londonderry Fire Department is celebrating twenty years of offering ALS services
41 to the Town of Londonderry. Back in April of 1996, former Chief Sypek decided that it was time to break away from the
42 neighboring community to start providing our own ALS service. Back then the department was doing about two thousand
43 calls a year and had five trained paramedics. Today the department has twenty-two paramedics, some of which have gone on
44 to become Battalion Chiefs. Chief O'Brien stated that the Fire Department is very proud and dedicated to providing the best
45 possible ALS service in the state. Chief O'Brien thanked everyone for their support.

46
47 Councilor Dolan made a statement regarding the recent events that took place in Dallas, TX. [See attached]
48

LONDONDERRY TOWN COUNCIL MEETING MINUTES

49 Vice Chairman Freda opened up the floor to the public. There was no comment from the public.

PUBLIC HEARING

53 Motion to open Public Hearing made by Councilor Green and second by Councilor Butler. **Chair votes 4-0-0.**

55 Vice Chairman Freda stated that he is going to take things a little out of order. Vice Chairman Freda introduced Ordinance
56 #2016-05, an amendment to the Zoning Ordinance relating to transferring parking and loading standards to the site plan
57 regulations and Ordinance #2016-01, an amendment to the Zoning Ordinance relating to rezoning a portion of Map 17, lot
58 45, 280 Rockingham Road, which was continued from February 22, 2016. Vice Chairman stated that both Ordinances are
59 subject to motions of continuance. Motion to continue Ordinance #2016-05 made by Councilor Green and second by Council
60 Butler. **Chair votes 4-0-0.** Motion to continue Ordinance #2016-01 made by Councilor Green and second by Councilor
61 Dolan. **Chair votes 4-0-0.** Both Ordinances will hold Public Hearings at the August 15, 2016 Town Council meeting.

63 Vice Chairman Freda suspended the Public Hearing to move down to New Business.

NEW BUSINESS

67 Vice Chairman Freda introduced Order #2016-23, the expenditure of Maintenance Trust Fund for various projects. Steve
68 Cotton presented. This order is for the carpet replacement in the Police Department. The total price was \$15,263.36. Cotton
69 stated that the price is reduced because the Police Department personnel will be assisting and moving the furniture and
70 everything, which is saving the Town money. Cotton stated that tonight he is only asked for \$7,500.00. Motion to approve
71 Order #2016-23 made by Councilor Dolan and second by Councilor Green. **Chair votes 4-0-0.**

73 Vice Chairman Freda introduced Order #2016-24, an Order relative to the withdrawal of Cable Equipment Capital Reserve
74 Funds. Finance Director Doug Smith presented. Councilor Dolan motioned to accept Order #2016-24, second by Councilor
75 Dolan. **Chair votes 4-0-0.**

77 Vice Chairman Freda introduced Order #2016-25, the expenditure of Reclamation trust Fund for new recycling carts. Public
78 Works Director Janusz Czyzowski presented. Czyzowski explained the process of paying the two invoices and why the last
79 invoice was included in the agenda last minute. All the carts have been distributed. Czyzowski stated that they will still be
80 ordering around two hundred smaller carts because people are requesting smaller carts. Councilor Green motioned to approve
81 Order #2016-25, second by Councilor Dolan. **Chair votes 4-0-0.**

83 Vice Chairman Freda introduced Order #2016-26, the distribution of Fire Capital Reserve Funds presented by Fire Chief
84 Darren O'Brien. O'Brien stated that going back through the FY17 budget operation, with discussion of the Town Manager, the
85 Fire Department is looking to put some additional funds into their Capital Reserve account to purchase new thermal imaging
86 cameras. The cameras the department has now are ten to twelve years old. This Order is to purchase ten new cameras along
87 with a CPR device. Three CPR devices were purchased back in 2015. This is the forth. Motion to approve Order #2016-26
88 Councilor Dolan and second by Councilor Green. **Chair votes 4-0-0.**

90 Vice Chairman Freda introduced Order #2016-27, withdrawal from the Fire Truck Capital Reserve Fund. Finance Director
91 Doug Smith stated that this Order is another in the series of leases under the agreement we have with First Niagara Leasing.
92 We have a total value of 3.4 million available under this lease. Smith stated that we are currently approaching 2.5 million
93 under that series. Smith stated that this is for a Pierce Aerial truck. It was part of a proposal Chief O'Brien had talked about a
94 few months ago in an effort to maximize the ability to purchase new equipment we came up with some interesting ideas
95 around how to take advantage of some existing equipment, improve that and then save money under the lease package for new
96 equipment. Smith stated that this truck is a part of that process. Chief O'Brien stated that back in February or March he had
97 come to the Council and proposed that the current Aerial truck was due to be replaced in FY2017. Motion to approve Order

LONDONDERRY TOWN COUNCIL MEETING MINUTES

98 #2016-27 made by Councilor Green and second by Councilor Dolan. **Chair votes 4-0-0.**

99

100 Vice Chairman Freda introduced Resolution #2016-16, it should be amended to read #2016-17. Motion to amend the
101 Resolution title to read 17 instead of 16 made by Councilor Green and second by Councilor Dolan. Chair votes 4-0-0. Building
102 inspector Richard Canuel presented. Canuel stated that this is relative to the adoption of a revised building permit fee schedule.
103 Canuel stated to be more specific, it is a modification of the Town's mechanical permit fee. [See attached document]. Canuel
104 stated that he pulled neighboring communities to see what they did. Motion to approve Resolution #2016-17 made by
105 Councilor Green and second by Councilor Butler. **Chair votes 4-0-0.**

106

107

PUBLIC HEARING

108

109 Suspended Public Hearing opened by Vice Chairman Freda. Freda introduced Ordinance #2016-03, and amendment to the
110 Municipal Code, Title IV, Chapter XIV, Noise Regulations. Chief Hart presented Ordinance. This Ordinance was continued
111 since May 16, 2016. Town Manager Smith stated that one of the revisions that was made since the last hearing on this is in
112 section three under "Excepted Noise" he received a lot of calls from the agriculture and farming business owners in town who
113 were concerned that a lot of the farming activity that they do late in the evening or early in the morning, mostly water and
114 spraying, that it would fall under this Ordinance. Smith stated that we don't want to do anything to harm our farming and
115 agricultural businesses in town. Smith stated that it was added under section "D" that "this prohibition exempts farming and/or
116 agricultural activity and farming and/or agricultural machinery". Chief Hart stated that that was the nature of the phone calls
117 he got as well. Chief Hart went over the changes that were made to the Ordinance. Chief Hart stated that the issue of
118 reinforcement was brought up. It was included in the Ordinance. Chief Hart stated that following 10 pm the Noise Ordinance
119 would go into effect and prior to 7 am. Chief Hart stated that in section V, some language was put in that included certain
120 construction equipment. Chief Hart stated that something else they want to be very clear of that Richard Canuel brought up the
121 issue of enforcement so an appropriate statutory reference was put in to allow for the enforcement of this Ordinance. Any
122 noise can be asked for a special permit to exempt it. Dolan stated that they often restock and the truck arrive to these locations
123 a backup beeping and that is not something they can turn off, it is required by law. Councilor Dolan stated that he motions to
124 amend Ordinance #2016-03, edit section three, subparagraph "A" and add a period after the word snow removal operations
125 and strike the remaining sentence. Motion second by Councilor Green. Chair votes 4-0-0.

126

127 Ray Breslin, 3 Gary Drive, stated that he was wondering about a homeowner who has to leave super early in the morning an
128 they have to use a snow blower to clear their driveway. The Council stated that that is exempted.

129

130 Chief Hart stated that an error was brought to his attention. Third line down, "Town Administrator" should read "Town
131 Manager".

132

133 Councilor Dolan motioned to amend section 5, subsection "A" to move and replace "Town Administrator" with "Town
134 Manager". Second by Councilor Green. Chair votes 4-0-0.

135

136 Motion to adopt Ordinance #2016-03 as amended made by Councilor Dolan and second by Councilor Butler. Chair votes 4-0-
137 0.

138

139 Vice Chairman Freda introduced Ordinance #2016-06, an amendment to the Municipal Code Title IV, public health, safety
140 and welfare, chapter IV, junkyard dealers. This was presented by Building Inspector Richard Canuel. Canuel stated that
141 something was brought to the attention of the Council and himself during the recent junkyard renewals. It was regarding the
142 applicants SS# being included in the application. Canuel stated that this information isn't relative to the license. There is no
143 purpose to require this information from the applicant. Canuel stated that he proposes the license be amended to exclude this
144 information. There were no questions from the public or the Council. Motion to adopt Ordinance #2016-06 Councilor Dolan
145 and second by Councilor Green. Chair votes 4-0-0.

146

147 Motion to close the Public Hearing made by Councilor Green and second by Councilor Butler. Chair votes 4-0-0.

LONDONDERRY TOWN COUNCIL MEETING MINUTES

148

149

150

OLD BUSINESS

151

152 Vice Chairman Freda introduced an update on the Second-Hand Dealer's Pawnbroker's Ordinance. Chief Hart presented and
153 stated that he was speaking with Attorney Panciocco outside. Attorney Panciocco came with some concerns about her client, S
& S Metals. Chief Hart stated that he has looked at this. Chief Hart stated that they believe they came up with a solution to
154 suspend enforcement of the relevant portion of the Ordinance as it pertains to S & S Metals. Chief Hart stated that he suggests
155 it because they have not had the kinds of issues over the last three to four years that this Ordinance was crafted to deal with.
156 To recap, there were some concerns back in 2008-2010 when houses were being robbed of cooper when houses were empty
157 due to foreclosure during the bank crisis. There have been no issues in the last two years. Chief Hart stated that he believes
158 Attorney Panciocco and himself came up with a good solution to suspend enforcement, also should the Police Department
159 feels it becomes a concern it will be brought back before the Council. Chief Hart stated that this is a good solution. Councilor
160 Dolan stated that in order to implement a suspension to the enforcement, it will take some action on the Council's part.
161 Councilor Dolan stated that it should be put in the hands of the Town Manager. The Council should be notified if this issue
162 arises again and if there ends up being a change in the suspension. Chief Hart stated that next it will take a new Ordinance
163 number, a vote by the Council to suspend as managed or implemented. Chief Hart stated that what the business owner wants to
164 do is work cooperatively to keep our community safe. There will be open communication. Chief Hart stated that stated that he
165 would like to get the wording right. Vice Chairman Freda stated that they work together and bring it to the next meeting. Chief
166 Hart stated that they will submit a memorandum.
167

168

169 Vice Chairman Freda introduced the Conservation Commissions to discuss the Town Forest. This was requested by Councilor
170 Butler. Councilor Butler asked Marge Badois, Chair of the Conservation Commission, why the Conservation commission
171 withdrew their contract for spraying of bittersweet in the Town Forest. It was stated that there was a contract between the
172 Conservation Commission and a certain individual. The Town Forest came out of the Conservation Commissions hands and
173 into the Town Managers hands. Councilor Butler asked Badois to clarify that. Badois stated that there was really no contract.
174 There were services performed in 2015 but there was no contract. Just services performed. Badois stated that she has copies of
175 everything. Badois stated that part of the package is a proposal suggesting what they should do in 2016 but they never had a
176 contract. Badois stated that in the warrant article that was passed states that all supervision management duties and
177 responsibilities will be removed from the Conservation Commission and that we were to only be there for advice and
178 consultation.

179

APPROVAL OF MINUTES

180

181 Approval of the Town Council minutes from June 20, 2016 made by Councilor Green and second by Councilor Butler. Chair
182 votes 4-0-0.

183

184

COMMITTEE APPOINTMENTS/RE-APPOINTMENTS

185

186 The Council interviewed candidates for the Budget Committee. They interviewed Tom Dalton and James Kesslen. Vice Chair
187 Freda stated that the Council will wait until the next meeting to make a decision so that a full board can advise.

188

189

ADJOURNMENT

190

191

Motion to adjourn made by Councilor Dolan and second by Councilor Green. Chair votes 4-0-0.

192

193

Notes and Tapes by:

Kirby Wade

Date: 07/11/2016

194

Minutes Typed by:

Kirby Wade

Date: 07/13/2016

195

Approved by:

Town Council

Date: 08/15/2016